

# Saint Leo College

## 1991-92 Catalog

#### General Statement

Saint Leo College is incorporated under the laws of the state of Florida and is fully empowered to confer degrees. Saint Leo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's and bachelor's degree. Saint Leo College's program in Social Work is accredited by the Commission on Accreditation of the Council on Social Work Education (BSW Level). Saint Leo College has Teacher Education Program approval by the state of Florida Department of Education, Other associations in which Saint Leo College holds membership are the American Council on Education, Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida, the American Association of Adult and Continuing Education, the National Collegiate Honor Society, the National Association of Independent Colleges and Universities, the National Association of Institutions for Military Education Services, Servicemembers Opportunity Colleges, National Catholic Education Association, and the Association of Catholic Colleges and Universities. See Divisional listings for other memberships in professional organizations.

Announcements contained in this publication are subject to change without notice and may not be regarded in the nature of binding obligations on the College. The College reserves the right to change any provision or requirement.

When students begin attendance at Saint Leo College, they come under the academic requirements of the edition of the College catalog at that time. Students may normally graduate under these academic requirements within a period of five years even though subsequent catalogs may change. Should new changes be to their advantage, students may graduate under the conditions of the newer catalog. However, because academic programs are subject to requirements imposed by outside accrediting or certifying

agencies, such outside requirements shall supersede prior conditions.

The College is an Affirmative Action, Equal Opportunity employer.

Saint Leo College complies with the Family Education Rights and Privacy Act of 1974 (as amended).

#### **Contents**

Board of Trustees
President's Message
Directory of Correspondence 4
Academic Calendar 5
History of the College
Mission Statement
Campus Description 8
Campus Student Life and Activities $\dots 11$
Admissions Information $\dots 17$
Financial Information
Student Financial Assistance
Academic Regulations
Academic Programs
Academic Support Services
Center for Continuing Education 82
Evening College 82
Weekend College 82
Military Education Program 87
Course Offerings
Administration and Faculty 152
Index

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Everyone who studies under the auspices of Saint Leo College has potential and, presumably, will succeed. This institution provides an excellent faculty to challenge each individual's potential and an environment which supports the learning process and prompts more notable success. The Saint Leo atmosphere is rich. It breathes a Christian spirit; it is supported by a caring community; it permeates all dimensions of campus life. It upholds serious scholarship, yet makes it attainable to students just beginning their higher education experience. It fosters what at times is a tension between intellectual development and the service of others as a major goal in life, between competence and compassion, with the expectation that the student will live with both in the future.

I encourage you to come to know Saint Leo College for the fine institution that it is — and, as one of its students, to make your contribution to this college community. May the Lord bless your efforts!

# Directory of Correspondence

College office hours are from 8 a.m. until 5 p.m., Monday through Friday. Members of the College staff are available at other times by appointment.

Send mail to P. O. Box or Drawer number, Saint Leo College, Saint Leo, Florida 33574.

Admission, Application and General Information, Director of Admissions, Postal Box 2008, Saint Francis Hall (588-8283)

Academic Affairs, Vice President for Academic Affairs, Postal Box 2006, Saint Francis Hall (588-8244)

Academic Records, Transcripts, Registrar, Postal Box 2278, Saint Francis Hall (588-8234)

Academic Support Services, Dean of Campus Academic Programs, Postal Drawer S, Saint Francis Hall (588-8460)

Alumni/Parent Relations, Director of Alumni/Parent Relations, Postal Box 2227, Saint Leo Hall (588-8250)

Athletics, Director of Athletics, Postal Box 2038, Marion Bowman Activities Center (588-8221)

Campus Ministry, Director of Campus Ministry, Postal Drawer 2156, Saint Edward Hall (588-8331)

Continuing Education, Dean, Postal Drawer 2248, Continuing Education Building (588-8236)

Counseling and Career Development, Director of Counseling, Postal Drawer A, Saint Edward Hall, (588-8346)

**Division of Business Administration,** Postal Box 2067, Faculty Office Building (588-8309)

**Division of Education,** Postal Box 2098, Education Building (588-8272)

Division of Humanities, Postal Box 2127, Saint Leo Hall (588-8294)

**Division of Physical Education,** Postal Box 2038, Marion Bowman Activities Center (588-8221)

Division of Science and Mathematics, Postal Box 2188, Lewis Hall (588-8339)

**Division of Social Science,** Postal Box 2247, Faculty Office Building (588-8302)

**Financial Aid, Director of Financial Aid, Postal** Box 2228, Saint Edward Hall (588-8270)

Finance and Accounting, Postal Box 2097, Saint Francis Hall (588-8211)

Freshman Studies Program, Postal Drawer S, Lewis Hall (588-8466)

Gifts, Wills and Bequests, Vice President for Institutional Advancement, Postal Box 2227, Saint Leo Hall (588-8248)

Health Center, Coordinator of Health Center, Postal Drawer A, Saint Edward Hall (588-8266)

Honors Program, Director of the Honors Program, Postal Drawer S, Lewis Hall (588-8466)

Housing, Director of Residential Life, Postal Drawer 2068, Saint Edward Hall (588-8266)

Institutional Advancement, Vice President for Institutional Advancement, Postal Box 2227, Saint Leo Hall (588-8248)

Library, Postal Box 2128 (588-8258)

Military Education Program, Dean of Military Education, Postal Drawer 2277, Saint Francis Hall (588-8203)

Military Science/ROTC, Postal Box 2126, College Theatre (588-8256)

**President,** Postal Box 2187, Saint Francis Hall (588-8242)

Security, Security Manager, Postal Box 2388, Security Building (588-8332)

Student Activities, Director of Student Development, Postal Box 2156, Saint Edward Hall (588-8358)

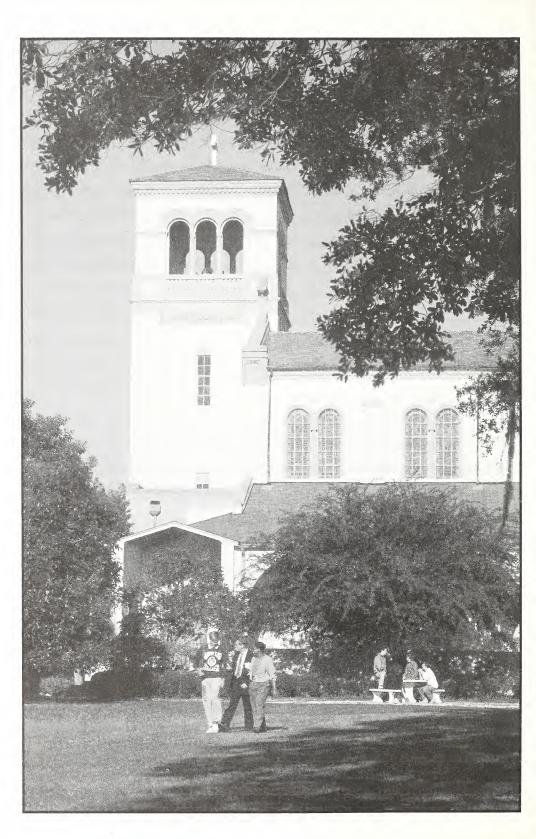
Student Affairs, Vice President for Student Affairs, Postal Box 2156, Saint Edward Hall (588-8992)

Veterans Affairs, Coordinator of Veterans Affairs, Postal Box 2228, Saint Edward Hall (588-8270)

Weekend College, Director of Weekend College, Postal Box 2248, Continuing Education Building (588-8236)

## Academic Calendar

Fall 1991	
	New Students ArriveNew Student Orientation
2 3 4	
October 5 21 24 25-27	
27-29	Preregistration/Spring BeginsThanksgiving Break
12 13-14/16-17	Last Day to Withdraw from College without Course Failure Last Day of Class/Last Day to Remove Incompletes Exams Grades Due at Noon
Spring 1992	
January 9	
12 13 14 17	
5 11 12 23-27	
15 17 22 23-25/27	Last Day to Withdraw from College without Course Failure Preregistration Ends Good Friday - No Classes Last Day of Class/Last Day to Remove Incompletes Final Exams Grades Due at Noon
4 5 7 11 25	
5	



## The College

## History

Saint Leo College is a Catholic, coeducational liberal arts college offering a four-year program leading to the baccalaureate degree.

The College was chartered on June 4, 1889, when the Florida legislature authorized the Order of Saint Benedict of Florida to "have and possess the right and power of conferring the usual academic and other degrees granted by any college in this State."

Saint Leo opened with the dedication of its main building on September 14, 1890. It was the first Catholic college in Florida.

Established initially by monks from Saint Vincent Archabbey in Latrobe, Pennsylvania, the Benedictine mission in what was formally called the "Catholic Colony of San Antonio, Florida" was transferred to the jurisdiction of Mary Help of Christians Abbey (now called Belmont) in North Carolina in 1888. Saint Leo College and Abbey are named for its abbot, Leo Haid, the principal founder and first president of the College.

There were 32 students in the pioneer year 1890-1891. The basic curriculum was a mix of liberal arts and commercial courses leading to the degree of Master of Accounts. Periodically, the College went through a military phase, with uniforms and required drilling, to instill discipline and order. The first M.A. degrees were conferred on the pioneer graduating class of five students on June 20, 1893.

In 1920, the College was phased out as the faculty decided to focus on becoming what one long-time Benedictine called "a serious Englishstyle prep school." It was accredited by the "Southern Educational Association" in 1921. After a variety of name changes (including Saint Leo Academy and Benedictine High School), the institution settled on Saint Leo College Preparatory School in 1929. It lasted until 1964.

Reaching for a larger mission, Saint Leo opened a college again in 1959. Its efforts were assisted by the neighboring community of Benedictine sisters at Holy Name Priory. Operating first on the associate's level, the College moved quickly to a four-year program and con-

ferred its first bachelor's degrees on April 23, 1967, on 51 men and 13 women. It was accredited by the Southern Association of Colleges and Schools on November 29, 1967, retroactive to include the charter B.A. class.

In 1969 the College was reorganized when the Order of Saint Benedict of Florida transferred title and control to an independent board of trustees.

In a noteworthy broadening of its purpose, which echoed its military roots, Saint Leo responded in 1973 to requests from the armed services to offer degree programs on military bases. It is now the sixth largest provider of military education in the United States.

Saint Leo has grown from 32 students at its beginning to a total enrollment of more then 6,500: 1,000 on its main campus, 1,000 in its adult weekend and evening program, and 4,500 on military bases throughout the Southeast.

#### Mission Statement

The basic purpose of Saint Leo College is to provide its students a liberal education that leads them to self-knowledge and to an understanding of their relationships to others and to their Creator.

The goal of the College is to develop the whole person by emphasizing an awareness of humanity and encouraging scholarship and a constant striving toward professional growth, self-assurance, and independence. Students who accept this challenge and meet their academic responsibilities are welcome at Saint Leo College.

As a Catholic institution, the College seeks to reflect the rich intellectual and spiritual heritage of the Church, as well as the precious integrity of the individual person. Thus, it takes an active interest in student life beyond the classroom. Recognizing the needs of the individual person, it encourages aesthetical, ethical, and spiritual growth. It provides an atmosphere of intellectual freedom, the optimum environment for the development of healthy, self-determined individuals who have a proper sense of their own abilities and values. The College strives to fulfill each student's need to be regarded as a person of worth, a valued and contributing member of the community. This effort is supported by a faculty of accomplished teachers and scholars and the

Benedictine family spirit that is reflected in the personal relationships of faculty and students.

Saint Leo College believes in providing higher education to all capable students who desire it. It extends its degree programs to the working adult, including members of the United States military community. The College is committed to providing educational services on military installations and at other places and at times unique to adult learners.

As an extension of this commitment to education, the College includes in its learning community students who have not been academically successful in the past but who demonstrate the potential for success. Recognizing that the dedicated and personal interest of the administration and faculty can inspire its students, the College also realizes that success can come only from the students themselves.

### The Campus

The central Florida location of Saint Leo College affords the many natural advantages that attract people to live, work, and retire in Florida. The location is unusual in that the pleasing atmosphere of lakes and beaches can be exchanged in an hour or two for the ambience of two metropolitan areas: Tampa-St. Petersburg and Orlando.

The campus of Saint Leo College lies between Dade City and the city of San Antonio. Its rolling hills and richly wooded grounds edge on Lake Jovita. There are numerous athletic fields and racquetball and tennis courts on campus. Located directly across the street is an 18-hole golf course available to the College community.

Campus buildings unite the tradition of the past with the objectives of modern education through a pleasing combination of Spanish Florida baroque and contemporary architecture. On the main quadrangle are Saint Leo Hall, Saint Francis Hall, Saint Edward Hall and the Education Building.

Saint Leo Hall, constructed of blocks made by the founding Benedictine monks, houses faculty offices for the Division of Humanities, the offices of the Vice President and Special Assistant to the President, Vice President for Institutional Advancement, Director of Alumni/Parent Relations, Director of Annual Support, and Student Publications. Saint Francis Hall houses the offices of the President, Vice President for Academic Affairs, Dean of Campus Academic Programs, Director of Public Affairs, Director of Computer Center, Registrar, Purchasing, Finance and Accounting, Dean of the Center for Continuing Education, Dean of the Military Education Program, Director of Human Resources, the Copy Center and Print Shop and the Admissions office.

Across from Saint Francis Hall is Saint Edward Hall, where the Student Affairs Center is located. Offices of the Vice President for Student Affairs, Campus Ministry, Counseling and Career Development, Financial Aid, Veterans Affairs, Health Services, Intercultural Student Advising, Student Development, Student Government Association, Intrafraternity Council, Panhellenic and Residential Life are housed on the first floor. The rest of the building is used as a residence hall.

Residence halls are situated throughout the 170-acre campus. Located on the west side of the campus is the Marmion/Snyder complex which is a student residence hall housing men in Snyder and women in Marmion. A series of programs and seminars modeled after the College 101 course is offered in the hall to assist students with their transition to and success in college. Villa Hall houses predominantly junior and senior women and is often noted for its home-like atmosphere.

The east side of the campus features four residence halls. Saint Edward Hall is one of the oldest halls on campus and houses male residents. Benoit Hall also houses male residents and features a study lounge on the second floor. Henderson Hall is an all-female hall with some of the wings having a specific theme or affiliation of students. Finally, Roderick Hall offers suitestyle living and is a co-ed hall, with women living on the second floor and men on the first floor. Residency in Roderick is reserved for juniors and seniors who have and maintain a 2.5 cumulative GPA.

Among the newer buildings is the Julia Deal Lewis Hall of Science, a three-story building occupied by the Division of Natural Science and Mathematics, the Freshman Studies Program and its Learning Assistance labs, classrooms, laboratories, and a science library.

The William G. and Marie Selby Auditorium, adjoining Lewis Hall at the ground and

second-floor levels, is a modern teaching auditorium with tiered seating.

At the main entrance of the College is the Information and Security Office and the Center for Continuing Education.

Nearby Crawford Hall provides general classrooms.

The William P. McDonald Student Center forms a hub for campus social activities and provides dining as well as recreational facilities. On the ground floor is the office of the College Union Board and the Campus Bookstore. The Hazel Whitman Lounge, The Cage snack bar, and patio also are on this level. In addition to the main dining hall on the second floor, Duncan Lounge and Lions Lounge provide facilities for special events, such as lectures and art exhibits. The Kent Room offers the quiet and intimacy for meditation and small group liturgies. Significantly, the Center provides an informal climate for the casual meeting of students with faculty outside their scheduled classes.

Adjacent to the McDonald Student Center is the College Theatre. Located here are the theatre itself, music practice rooms, an art room, ROTC offices, and a classroom.

The Marion Bowman Activities Center is a facility for teaching and recreation. The main gymnasium is used for intercollegiate sports and for lectures and other educational and social activities. A large heatable outdoor swimming pool, physical education classrooms, athletic training room, dance studio and weight-lifting room are included in the facility.

Athletic fields are available throughout the campus for soccer, baseball and softball. Numerous courts are also available for tennis, racquetball, handball and basketball.

Next to the Activities Center is the Faculty Office Building, which houses the divisions of Business Administration and Social Sciences.

The Daniel A. Cannon Memorial Library, enlarged and modernized in 1987 with a donation from the family of long-time College trustee Daniel A. Cannon, is a three-level building housing approximately 105,000 volumes of material in print, microform, and computer-based formats. Typing rooms and photo copying areas are available. On the lower level is the Hugh Culverhouse Computer Instruction Center where classes and computer facilities are available. The

library also maintains a modern music listening and audiovisual center.

#### Cultural Events

The Art Exhibition Program consists of faculty and student art exhibits that usually last about two weeks each. Senior art students hold their own show, and various exhibitions are brought to the campus from off-campus showings.

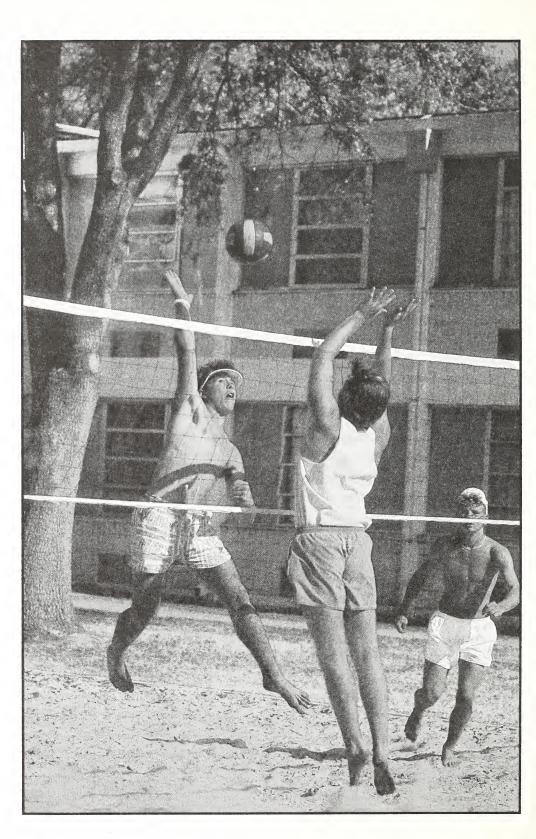
The College Theatre Program produces four full-length plays every year.

The Saint Leo College Dance Company and Ensemble, sponsored by the Division of Humanities, presents two major performances each year.

The Music Department presents concerts throughout the school year by student, community and professional ensembles.

The College Union Board schedules movies, lectures, shopping trips to nearby metropolitan areas and field trips to tourist attractions.

The Cultural Series, sponsored by the College with assistance from the National Endowment for the Arts, the Division of Cultural Affairs of the Florida Department of State, and the Florida Arts Council, brings to the campus, through the Florida State Touring Program, the finest performing arts groups.



## Campus Student Life and Activities

Through the diversified programs of the Student Affairs Department, the College approaches student life as a means of fulfilling each student's need to be considered and treated as a person of worth, a valued and contributing member of the community. This need for worth and responsibility can be realized through involvement in the various service programs, the religious program, the political and club programs, and the social and athletic programs.

At the heart of the educational process should be the discovery and the development of worthwhile values by which all persons can live full lives. The study and pursuit of these values is not a one-time effort, nor should it be thought of in isolation. As the world contracts and the borders of ideologies displace the borders of nations, Saint Leo College recognizes that our own pattern of democratic life is in jeopardy unless academic excellence is enriched by integrity and the perceptive concern that arises through the practice of working with others.

Specific student life policies are printed in the Student Handbook, which is made available at the beginning of each academic year. Student responsibilities include that of self-discipline. Enforcement of behavioral standards is the responsibility of all members of the College community under the leadership and direction of the Student Affairs staff, the Campus Judicial Board and the Residence Hall Judicial Board.

#### Student Involvement

As active members of the College community, students are encouraged, individually and collectively, to express their views of instutional policy and on matters of general interest to the student body. Students can participate in the formulation and application of institutional policy affecting both academic and student affairs through standing student - faculty committees, Student Government Association and numerous ad hoc committee and organizations. Students concerned with a particular issue should contact the department director, division chair or respective vice president.

## Campus Life Services

Located on the first floor of Saint Edward Hall are the offices of Campus Life Services. The purpose of Campus Life Services is to provide students with a holistic approach to their health. spiritual, psychological and career needs. All students are encouraged to become acquainted with the Campus Life Services program, which includes Counseling and Career Development, Campus Ministry and Student Health Services. In recognition of the unique needs of students who come to the campus from other countries. the services of an International Student Advisor are also available.

#### Counseling and Career Development

The College counselor provides the following counseling services:

Personal. Both individual and group experiences are provided to help the student cope with the demands of college and adult life. Counseling is provided in a confidential setting where students can discuss their individual problems and needs.

Academic. Since choosing an academic major is extremely important, assistance in guiding students in the selection of a major is provided. A wide variety of materials is available to help students choose a major that is compatible with their interests and abilities. Interest testing also is provided, and guidance is available to students interested in attending graduate and professional schools.

Career. Career counseling is an integral part of the counseling services. A Career Resource Library is available with materials, including a computer-assisted career guidance program, for students to use in researching careers. Clinics in resume writing and job-hunting skills are presented. Graduating seniors can set up a credential file with a resume and letters of recommendation to be used in securing employment. Information on summer jobs, internships and career opportunities is kept current for student use.

A Career Day is available to meet the placement needs of graduating students.

#### **Campus Ministry**

As a Catholic center for higher education. Saint Leo College has as one of its primary objectives the spiritual growth of every member of the campus community. While providing a context for growth in the Catholic tradition, the College at the same time respects the informed conscience of every individual and welcomes members of other religious traditions to share in its life style. The College encourages ecumenical endeavors and supports with fellowship and special services the members of other denominations according to the intentions of the Second Vatican Council.

Basic to the religiously oriented college is a hierarchy of values arrived at not only from the "way things are" but also from the "way things ought to be" when viewed from the perspective of faith. From this point of view, the ministerial programs of the College blend understanding with practice-understanding in knowing Judeo-Christian values, and practice in living these values. In particular, students are required to take four courses from the religious studies and philosophy curriculum and are strongly encouraged to participate fully in the religious program and fellowship of the College as part of their growth experience.

Sunday Eucharist is scheduled in several places for the convenience of the College community and special Masses are celebrated during the week for various intentions. The Campus Ministry Eucharistic Liturgy is held, during the school year, on Sunday evening in the Priory Chapel at 7 p.m. where students are involved in every possible aspect of ministry. Members of other church groups are encouraged to attend services designed and planned to meet their needs and to become involved in their local church activities when held on campus and in nearby communities.

Efforts are also made through the Office of Campus Ministry to direct attention to the needs of the less fortunate through contact with the social agencies serving the local community.

The director of Campus Ministry, Campus Ministry coordinators, priests, religious sisters and others are available for religious counseling, fellowship and prayer. Everyone is invited to

become acquainted with the services offered through the Office of Campus Ministry and share community and worship with this group. Informal conversations and group discussions sponsored by Campus Ministry are another means of keeping in touch with trends in the Church, campus life style, value decisions and other areas related to an integrated religious life.

#### Student Health Services

The Student Health Center, located on the first floor of Saint Edward Hall, provides emergency first aid treatment, outpatient clinic care and a referral service to medical specialists located in Dade City and Tampa.

To assure the highest quality health care to students, Saint Leo College requires verification of health and accident insurance prior to or at registration. This insurance may be other than that provided by the College; however, a waiver card must be signed by the parent if the College insurance is not accepted. The College insurance is mandatory for international students. Non-insured health costs are not the responsibility of Saint Leo College.

All full-time main campus students are required to submit a physical form letter signed by a physician and also a record of immunization prior to registration day.

### Campus Library

The Daniel A. Cannon Memorial Library's primary mission is to provide materials, information resources, and services needed by students pursuing a liberal education and seeking an understanding of themselves and their world. The library staff assists students in locating and using knowledge available in a variety of formats print, microform, audiovisual and electronic media. The library supports faculty instruction by providing curriculum related materials and special library use classes. The triangular nature educative process. faculty/student/librarian, is emphasized with the goal of producing a student who can function successfully in an increasingly complex world of information.

The library provides special off-campus library support services to students and faculty in the Military Education and the Center for Continuing Education Programs.

Enlarged and modernized in 1987, with a donation from the family of long-time College trustee Daniel A. Cannon, the three-level building housing the library provides a suitable environment for both individual and group study. Typing rooms and print microform copying areas are available. On the lower level is the Hugh Culverhouse Computer Instruction Center where classes and computer access are available. The library maintains a modern music listening center and audiovisual facilities, both of which support the instructional program.

Along with holdings numbering approximately 105,000 volumes, the library has over 700 periodical subscriptions for a total of over 1,000 periodical titles in the collection. Additional items on microform, over 46,000, supplement the print collection.

Library circulation services are automated as is most of the catalog. Reference and information services are enhanced by CD-ROM indexes and online computer searching with access to the DIALOG and EPIC data bases.

The library's collection is strengthened by participation in networks and cooperatives permitting library loan exchanges throughout the United States. The library is a member of OCLC, Inc. and SOLINET, the Tampa Bay Library Consortium, and the Florida Library Information Network.

## Physical Education, Recreation and Intercollegiate Athletics

Saint Leo College believes that physical education and athletics make their own special contribution to education. Each student, therefore, is required to participate in the physical education program. Learning to swim and developing an individual skill are prime objectives of the program, allowing students to develop valuable recreational interests that last throughout their lives.

Further, the College encourages students to apply their knowledge and skills in an exciting and active intramural athletic program. Activities for individuals and teams are provided, and a system for competition in club sports is also available.

The Intercollegiate Athletic Program is con-

ducted under the auspices of Saint Leo College, the Sunshine State Conference and the National Collegiate Athletic Association, Division II. The College offers competition for men in cross country, soccer, basketball, baseball and tennis, and for women in cross country, volleyball, basketball, softball (fast pitch) and tennis.

In order to participate in intercollegiate athletics, students must be free from academic or disciplinary probation. Freshmen and transfer students must qualify for athletic participation under the NCAA ByLaw 14.3 as follows:

Successfully complete a high school core curriculum of at least 11 academic courses including at least three years in English, two years in Mathematics, two years in Social Science, and two years in Natural or Physical Science (including at least one laboratory class if offered by the high school) as well as a 700 combined score on the SAT verbal and math sections or an 18 composite score on the ACT.

To provide each student the opportunity for recreation, the College has an Activities Center that features a gymnasium with two basketball and volleyball courts, a weight-training room, a dance studio and a heatable outdoor swimming pool.

In addition to the Activities Center, there are lighted racquetball and tennis courts; a lighted baseball field; outdoor basketball courts; intramural, soccer and softball fields; a jogging track; and a lakefront facility that includes rowboats, canoes and sailboats. A commercial 18-hole golf course is adjacent to the campus.

# Campus Clubs and Organizations

Through the Office of Student Development, located in St. Edwards Hall, students at Saint Leo College have the opportunity to integrate educational information and practical experience outside the classroom. Campus activities serve to fulfill the variety of needs and interests of the students. Over 40 different organizations are active in creating an environment where students can express themselves, cultivate their special interests, and form close friendships. The Office of Student Development serves as the hub of all campus activity, helping each club to design,

14

build and maintain its own educational and organizational environment. Leadership development and skill-building seminars are offered throughout the school year.

The Student Government Association is open to all students at Saint Leo College. Students are encouraged to become actively involved in SGA and to exercise their ability to help shape decisions affecting campus life.

The College Union Board sponsors and coordinates various entertainment activities on campus. It puts together a semester calendar of programs that ranges from comedian performances, films and coffeehouses in The Cage to prominent guest speakers who attract audiences from surrounding communities. Membership in CUB is open to all students on campus.

Student publications on campus include *The Magazine*, a journal of English language, literature and style; *The Golden Legend*, the College yearbook; and *The Monarch*, the student newspaper. Each provides the opportunity for writing, editing, and publications layout and design.

A variety of Greek organizations on campus seek to further the goals of brotherhood and sisterhood through national fraternities and sororities. A list of these Greek organizations, as well as a comprehensive list of all special interest, service, social and academic organizations active on campus, can be found in the *Student Handbook* 

## Residential Living

Residential living represents an opportunity for students to experience community living. Responsible self-governance is the ideal by which the residence halls operate. The College insists on maintaining guidelines and standards, of course, and residential students are expected to act maturely and to accept fully the responsibilities of community living in the residence hall environment.

Only full-time Saint Leo College students, i.e., those enrolled for 12 or more credit hours, are eligible to live in the residence halls. Because the College holds that the residential experience contributes significantly to the total education, all students are required to reside on campus with the exception of seniors. Exceptions can be sought by married students, military veterans and

by students who live at home and commute to campus. Seniors may live on campus on a spaceavailable basis.

Most rooms are designed for double occupancy. Special attention is given to the selection of roommates who are likely to be congenial; friends who ask to room together, therefore, are given this privilege when possible. However, the College reserves the right to make final assignments.

All residence halls are air-conditioned and are heated during the cooler months. All students' rooms are wired for local telephone and cable television service. Laundry facilities (coin-operated washers and dryers) are available at the campus laundry (east campus) or in the residence halls (west campus).

The College provides food service for all students, and all resident students are required to use this service. The Cage Snack Bar, located on the lower level of McDonald Student Center, provides additional food service.

More detailed information regarding residence hall policies, services, and programming is found in the *Student Handbook* or may be obtained from the Director of Residential Life.

## Disciplinary Standards and Codes

Individual growth in the areas of autonomy, interpersonal relationships, life purpose, physical self-reliance and spiritual maturity are important aspects of the collegiate experience. Persons on the campus are expected to express themselves through conduct which does not deny other individuals the freedom to express their own individuality socially, emotionally, intellectually and spiritually.

Please consult the *Student Handbook* for detailed information concerning the Judicial System and Disciplinary Actions. Students are met on a level of mutual regard and trust. Students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College.

## Motor Vehicles on Campus

All students are eligible to register and use motor vehicles as long as they comply with the College traffic regulations. Vehicles must be registered with the Safety and Security Department. There is a registration and parking fee payable to the College at the time of registration. A current valid operator's license, a current copy of vehicle registration and proof of insurance are prerequisites for vehicle registration.

#### Alumni Association

The Alumni Association was established in 1967 by the charter senior class of Saint Leo College. All graduates of Saint Leo College and recipients of honorary degrees are members of the association. In addition, former students who completed one year or more and whose entering class has graduated are eligible for membership.

The Alumni Association sponsors regional events in major cities across the country to afford the opportunity for alumni to keep the spirit of Saint Leo alive. Alumni involvement in our programs is imperative and we welcome alumni participation.

Alumni and their families are invited to the campus every year to the Fall Family Festival Weekend and the Alumni Baseball/Basketball Weekend. Also scheduled annually are reunions for the 25th and 10th class year graduates.

The Office of Alumni/Parent Relations, located in Saint Leo Hall, maintains the names and addresses of all a mini. This office serves as the vital link between Saint Leo College and the alumni of the College. To update your alumni records please call (904) 588-8250 or send information to Alumni/Parent Relations, Saint Leo College, P.O. Box 2227, Saint Leo, FL 33574.

DANIEL A CANNON MEMORIAL LIBRARY

## Admission

# Admissions Procedures and Requirements

On-campus students may obtain application forms from the Office of Admissions, Saint Leo College, P.O. Box 2008, Saint Leo, Florida 33574.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin or handicap.

#### Freshman Admission

**Procedure:** Students must have the following material filed with the Admissions Office 30 days before the registration deadline of the session they are planning to attend:

- 1. Complete application form.
- \$30 application fee, which is neither refundable nor applicable against school fees.
- An official transcript of high school credits, or certified copy of GED test scores, sent directly from the high school or testing center to the Admissions Office.
- 4. Scores on the College Board Scholastic Aptitude Test (SAT) or the American College Test (ACT).
- 5. A recommendation from a high school guidance counselor or principal.
- 6. Veterans must submit the DD-214 form.

Requirements: Freshmen should show successful graduation or progress toward graduation from an accredited secondary school; a minimum of 16 academic units of course work including four units of English, three units of Mathematics (Algebra I, Algebra II and Geometry), three units of Social Studies, two units of a Natural Science and four units of electives; satisfactory results on the SAT or ACT; and a positive recommendation from a high school guidance counselor or principal.

#### **Honors Program**

Students who are highly motivated and who are seeking an enriching academic experience may be considered for the Honors Program. The restricted size of the program limits the number of students who may participate in the program while they are pursuing a bachelor's degree at Saint Leo College. See Honors Program under the Academic Programs section.

#### **Early Admission**

Exceptionally well-qualified students may be considered for admission to Saint Leo College prior to graduation from high school. To be considered for Early Admission, the following is needed:

- 1. The same credentials as a freshman candidate.
- 2. A strong recommendation from the high school counselor or principal.
- 3. A letter of recommendation from the student's parents.
- 4. A personal interview with the Director of Admissions.

#### **Transfer Admission**

**Procedure:** Transfer students must have the following materials filed with the Admissions Office 30 days before the registration deadline of the session they are planning to attend:

- 1. Completed application form.
- \$30 application fee which is neither refundable nor applicable against school fees.
- An official transcript of courses taken at each college attended. If applying for financial aid, an additional transcript is to be sent to the Financial Aid Office. Transcripts must be mailed from the institution to the Office of Admissions.
- A statement of social standing from the Dean of Students of the last institution attended.
- 5. Veterans must submit the DD-214 form.

Requirements: Transfer students normally have a minimum cumulative grade point average of 2.00 (C); and to have been in good standing at the previous institution attended. Transfer students receive evaluation of transfer credit following their acceptance to Saint Leo College.

#### **International Student Admission**

**Procedures:** International students must have the following material filed with the Admissions Office 60 days before the registration deadline of the semester they are planning to attend:

- 1. Completed application form.
- \$55 application fee which is neither refundable nor applicable against school fees. (All monies must be drawn on a U.S. bank and be payable in U.S. dollars.)
- Scores on the Test of English as a Foreign Language (TOEFL). Scores on the SAT or ACT may also be submitted in lieu of the TOEFL.
- 4. Certified copies of examination results, diplomas and course syllabus. One copy must be in the native language and one copy must be an English translation. It is the responsibility of the student to provide an English translation of all work completed.
- 5. Completed Proof of Financial Ability Form.

Requirements: International students must show a sufficient knowledge of English as demonstrated by a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). They are expected to have satisfactorily completed the requirements of a secondary school graduation or to have achieved satisfactory work at the last college or university attended. Specific requirements for admission are determined by the educational system the student has attended. International students seeking transfer credit from international insitutions may be asked to obtain an evaluation of credit from the World Education Service if sufficient information is not available. A student visa (I-20) will be mailed to accepted international students upon receipt of a completed Proof of Financial Ability Form and a \$100 deposit. International students may apply for the Fall and Spring semesters only.

#### **Special Students**

The College is prepared to admit a limited number of applicants who wish to take selected courses for credit but who do not wish to study for a degree. Students in attendance at another college must present a statement from their Academic Dean that they are in good standing and have permission to pursue courses at Saint Leo College. A special student is subject to the same academic regulations and discipline as other students. Application for degree-seeking status may be made at any time through the Admissions Office.

#### Credit

#### **Credit From Standardized Tests**

Saint Leo College awards credit for the College Level Examination Program (CLEP) General Examinations and the Subject Examinations. Up to 30 credits may be earned through the General Examinations.

Information about CLEP may be obtained from the Registrar's Office or directly from the College Entrance Examination Board, Box 592, Princeton, N.J. 98450.

Saint Leo College also recognizes Defense Activity for Non-Traditional Educational Support (DANTES) and United States Armed Forces Institute (USAFI) standardized tests.

A maximum of 40 semester hours of standardized testing credit (CLEP General, CLEP Subject, DANTES and USAFI) will be accepted toward graduation requirements, and all such credit will be listed on the student's transcript.

#### **Recognition of Credit**

Saint Leo College recognizes credit only from regionally accredited institutions. Credit that was earned 25 or more years ago on the date of application to Saint Leo College will be considered on a course by course, case by case basis at the time the transfer evaluation is prepared.

Saint Leo College students who enroll in courses elsewhere should obtain prior approval to ensure that the courses they transfer back are applicable to their degree programs. Approval forms are available in division offices. Students must be eligible to continue or return to Saint Leo College in order to obtain approval. These forms must be signed by the appropriate chair and the Registrar. A copy of the approval form will be placed in the student academic record maintained by the Registrar. External degree students obtain approval through the dean of their program.

#### **Advanced Placement**

Saint Leo College invites applications from students who have taken College Board Advanced Placement Examinations. The results of these tests will be evaluated for college credit and advanced placement. Students with a score of 3 or higher will be considered for credit. Actual course application will be assigned by the appropriate chair.

#### **Transfer Credit**

Students are classified as transfer students if they have previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned. To receive information regarding the evaluation of transfer credits, students must first apply for admission and pay the application fee. See Admissions Procedure in this section.

Work in which a student has made a grade of "D" or higher will be transferred if an overall minimum grade point average of 2.00 was achieved at the institution where the credits were earned. If the student did not achieve an overall average of 2.00, only those grades of "C" or higher will be transferable.

There is one exception to the above mentioned "D" grade policy. "D" grades earned in ENG 120, 121 and 122 or their equivalent are not transferable except in the case of associate degree holders.

Saint Leo College admits students holding an associate degree from an accredited junior or community college.

The associate degree holder may earn a bachelor's degree by electing one of Saint Leo College's majors, satisfying all degree requirements and completing a minimum of 30 credit hours in residence. Basic Studies I requirements are considered satisfied by a transfer student who has earned an Associate of Arts degree.

All students, including transfers with Associate of Arts degrees, must have successfully completed at least one course in literature and one course in history for graduation.

#### **Military Service Credits**

Saint Leo College grants credits to students for military service and for military schools attended or service extension courses completed while in the service. At the discretion of the Registrar, the maximums are nine semester hours of credit for military experience and 24 semester hours for service schools. Veterans must submit the DD-214 form.

#### Readmission

A student who voluntarily or involuntarily withdraws from the College for one or more full semesters loses degree-seeking status. It is therefore necessary for such a student who wishes to return to the College to reapply through the Admissions Office. Students who have attended another institution during their absence from Saint Leo College must have all academic credentials sent to the Admissions Office. Students who have been suspended for academic deficiencies or for discipline reasons for one or more semesters must also apply for readmission through the Admissions Office in addition to their appeal of suspension through the Records Office for academic suspension or the Student Affairs Office for disciplinary suspension.

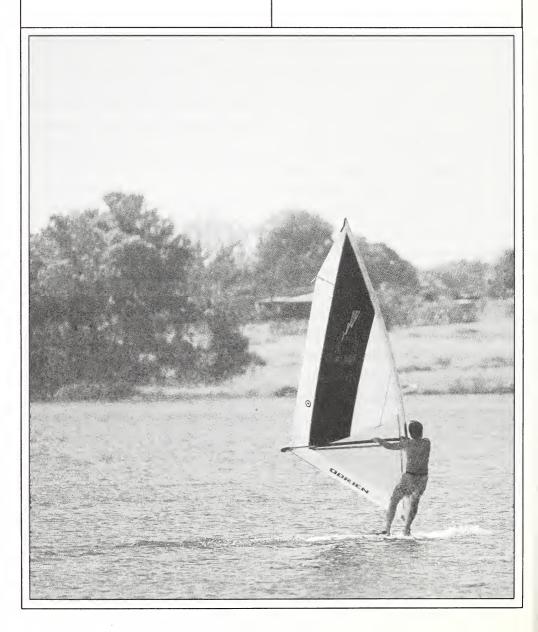
## Additional Admission Requirements

Education Majors: The State of Florida requires a minimum combined score of 840 with a minimum 420 in the quantitative section and 420 in the qualitative section of the Scholastic Aptitude Test (SAT) or a composite score of 19 with minimum subscores of 19 each in English and Math on the American College Test (ACT) for all students entering an approved Teacher Education Program.

# Evaluation of the Applicant

If the application forms and other required records of the applicant are complete and in proper order, the application will be submitted to the Admissions Committee for evaluation. Final acceptance of each applicant will be determined by the Director of Admissions. The acceptance of admission by the transfer student is also an agreement of the evaluation of credits accepted by the College. Appeals concerning transfer credit may be made to the Registrar.

Center for Continuing Education and Military Education Program students will receive a formal evaluation of transfer credit upon receipt of the complete application package to the appropriate program dean. Appeals concerning transfer credit must be made to the appropriate external degree program dean. However, the College will not provide a transcript until successful completion of course work at Saint Leo College.



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## Financial Information

### College Expenses

	Resident		Day Student	
	One Semester	Two Semesters	One Semester	Two Semesters
Tuition	\$3,795	\$7,590	\$3,795	\$7,590
Usual Room Charge	900	1,800	0	0
One-Time Security Deposit	100	100	0	0
One-Time Enrollment Fee	200	200	200	200
Facility and Support Fee	0	0	50	100
Student Health Fee*	105	210	105	210
Student Gov't Assessment	65	130	65	130
	\$5,165	\$10,030	\$4,215	\$8,230

<sup>\*</sup>Student Health Fee can be waived if proof of insurance is provided.

#### Semester Meal Plans

The College provides a boarding program for all resident students. All resident students are required to be on one of the following meal plans:

	Semester
PLAN I.	Seven days/19 meals\$945
PLAN II.	Seven days/14 meals-breakfast or lunch or dinner\$910
PLAN III.	Seven days/10 meals-breakfast or lunch or dinner\$875

#### **Schedule of Payments**

New students are to pay a \$100 non-refundable tuition deposit in accordance with payment dates announced by the Admissions Office. Returning students are to pay a \$100 non-refundable tuition deposit on or before June 15 for the Fall Semester and on or before November 15 for the Spring Semester in order to have their preregistration processed. Resident students are required to pay a non-refundable room reservation fee of \$150 to reserve a residence hall space. This fee will be applied to the total room charge in September.

Resident students are also required to pay a one-time residence hall security deposit of \$100. This deposit will remain on file until the student permanently leaves College owned or operated residence halls. Any outstanding debts to the College will be deducted prior to refund.

	Date	Resident Student	Day Student
Fall Semester First Payment Balance Payment	July 15 August 19	\$1,000 As Billed	\$1,000 As Billed
Spring Semester First Payment Balance Payment	December 1 One week before registration	\$1,000 As Billed	\$1,000 As Billed

#### Linen

Resident students are responsible for supplying their own linen.

#### Laundry

Coin machines are available on and off campus.

#### **Part-Time Tuition Rates**

The charge for a credit hour course is \$84 through seven credit hours.

Thereafter, the following applies:

Credits	Charge	Credits	Charge
8	\$2,543	11	\$3,491
9	\$2,845	12	\$3,795
10	\$3,150		

#### **Summer Session Tuition Rates**

During the May Session students may take up to seven semester hours of credit for \$105 per credit hour. Room charges and meal rates will be announced.

#### **Instructional Fees:**

CLAST Remediation
Laboratory Fees
Physical Education Fees
Private Instruction
Special Instruction
Other Fees
Application Fee
A.A

I.D. or Food Card Replacement ......... \$10

Registration/Transcripts/Withdrawal

Late Registration or Payment\$25 Transcripts (After First One)\$3 Withdrawal (Each Course)\$10
Residence Hall Fees
Usual Room Charge\$900 Additional Fee - Private Room or
Two-Person Suite\$250
Security Deposit
Tuition Deposit\$100 (Per Semester)
Student Health Fee\$105 (Per Semester)

### Refunds

In case of withdrawal from the College it is the responsibility of the student to make formal application through the Student Affairs Office before any refunds will be made. Refunds are calculated on the basis of the amount payable, not on the amount actually paid. Any student required to leave from the College for academic or disciplinary reasons will receive no refunds.

Refunds are made on the following schedules after deduction for non-refundable amounts:

#### Tuition

Within seven days from the first day of
registration80 percent
Within 14 days from the first day of
registration60 percent
Within 21 days from the first day of
registration
After 21 days

#### Room Charge

Within seven days	s from the first day	of
registration		.80 percent
Within 30 days fro	om the first day of	
registration		.60 percent
Within 60 days fro	om the first day of	
registration		.25 percent
After 60 days		No Refund

# Finance and Accounting Office Policies

1. The advance payment for each semester is non-refundable unless the student be-

- comes academically inelegible. Laboratory and special fees are non-refundable.
- 2. All regular charges are payable on or before the stated date for each term.
- 3. Students eligible for VA educational benefits may, under special circumstances, arrange for a deferment of tuition payments. Such deferment may be granted for one term at a time. It is the responsibility of the student to fulfill financial obligations to the College. Failure to do so may result in the student not being allowed to register in a subsequent term. Further information may be obtained from the Financial Aid Office on the main campus or from the College VA certifying officials at the extension centers.
- 4. Grants and loans administered by the College are credited to the student's account at the rate of one-half the amount of the award each semester. A student receiving an award from outside sources must present written evidence of the amount of the award and the manner in which it is to be paid if credit is to be allowed against semester charges.
- 5. Students on the Work-Study Program are paid semi-monthly by check for hours worked. A portion of a paycheck may be applied toward their fees.
- 6. In order to register, a student must make sure that all charges from a previous semester have been paid.

## Questions Concerning Charges and Payments

All questions relating to charges and payments should be directed to the Office of Finance and Accounting.

Saint Leo College Office of Finance and Accounting P.O. Box 2097 Saint Leo, FL 33574 Telephone: (904)588-8211

## Financial Responsibility

No transcripts, grades, letters of recommendation, certificates of attendance, or any other official documents will be released if a student has financial indebtedness of any kind to Saint Leo College.

### Personal Property

The College is not responsible for loss or for damage to the personal property of students. Ordinarily the insurance carried by a parent automatically provides or can be extended for this purpose. Students are enouraged to examine their current policy or to secure personal property/rental insurance. Students are also encouraged to establish bank accounts at a local bank so they do not have large amounts of cash in their rooms.

## Family Tuition Reduction

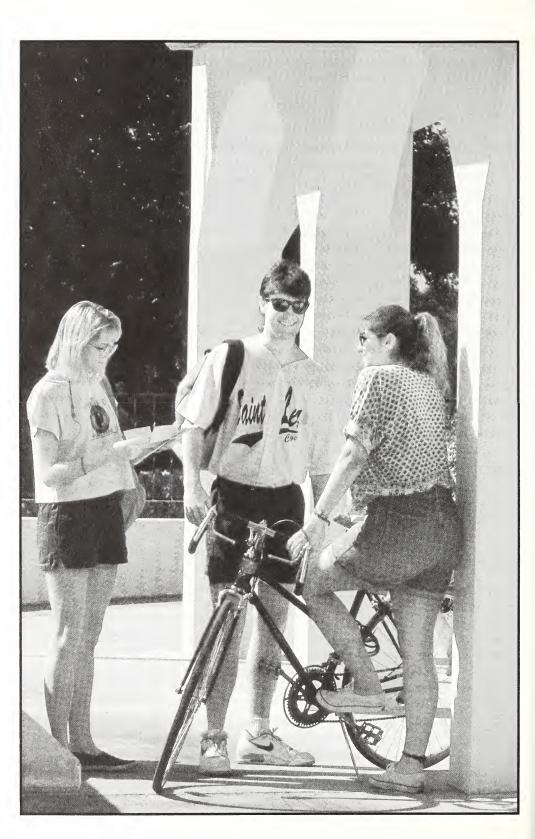
Families with more than one child attending Saint Leo College simultaneously as full-time students benefit from the following tuition schedule:

Two children

\$100 reduction per semester per child Three children

\$200 reduction per semester per child Four children

\$300 reduction per semester per child



## Student Financial Assistance

## Financial Aid for Students Attending Main Campus

Students enrolled at Military Bases through the Military Education Program (MEP) or in Weekend College or Evening courses through the Center for Continuing Education (CCE) should refer to appropriate MEP and CCE sections of this catalog.

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, marital status or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States. Some College-funded scholarships are available for non-United States nationals.

Financial aid is allocated on the basis of need, good moral character and academic promise. Financial "need" is the difference between the amount of money a student and family can provide for an education and the cost of an education. Financial need is relative to college costs and family financial strength. A student who shows "need" at one college may not show "need" at another.

Financial need is determined by College Scholarship Service on the basis of the financial information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school guidance offices and college financial aid offices. Students who do not demonstrate a "need" may avail themselves of a deferred payment plan. Students involved in disciplinary measures or whose grade point average falls below a 2.00 jeopardize their eligibility for

financial aid.

Since financial conditions and requirements vary from year to year, a new application must be submitted for each academic year.

Financial aid awards are not transferable.

#### **Application Process**

Students should apply for aid as early as possible, preferably at the time they apply for admission. Although aid is awarded all year long on the basis of available funds, priority is given to students who have been accepted for admission and whose applications are complete by March 1 for Fall Semester or October 1 for Spring Semester. The Financial Aid Form should be filed as early as possible after January 1 for the Fall Semester. To obtain the Saint Leo College application forms and information please contact:

Saint Leo College
Office of Financial Aid and Veterans
Affairs
P.O. Box 2228
Saint Leo, Florida 33574

## Federal and State Financial Aid Directly Available to Students

Federal Pell Grant. All students must apply for this grant before being considered for any other kind of aid, using the Financial Aid Form (FAF) from the College Scholarship Service.

State Grants. Many states have grants which can be used at colleges out of state. Since criteria of eligibility, application procedures, and deadlines vary, it is suggested that applicants contact their respective state department of education. Students must apply for the Pell grant and their state grant before applying for a Guaranteed Student Loan.

Vocational Rehabilitation. Each state has a program for handicapped persons and blind persons.

Veterans Benefits. Saint Leo College is approved for veterans training. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty military, retired or separated, dependents and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware

of and complying with these rules and regulations.

Stafford Loans. Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Prior to applying for a loan a student must file the Financial Aid Form to show need and establish eligibility for a Pell grant or a state grant. Recommended time to start the loan application process is three months prior to entrance.

Supplemental Loans for Students (SLS) are available to self-supporting students. Applicants must file the Financial Aid Form.

Parents Loans for Undergraduate Students (PLUS). These loans may be obtained by parents for undergraduate students who do not demonstrate a sufficient NEED for the Stafford Loan. Contact your lending institution and forward your completed loan application for processing preferably three months prior to entrance.

#### **Deferred Payment Plan**

The College cooperates with insurance and tuition-plan companies to make monthly installment payments possible. All arrangements and contracts are made directly with the financing company.

## Academic Management Services, Inc. (AMS)

AMS offers a plan enabling students to budget all or part of the annual fees over a ten-month period at no interest. There is an initial fee and a small fee for life benefit coverage. To apply, write directly to Academic Management Services, Inc., 50 Vision Boulevard, P.O. Box 4506, East Providence, RI 02914-0506. Phone 1-800-635-0120.

#### **Local Scholarships**

Kiwanis Club of Dade City Joe Collura Scholarship. One scholarship is awarded annually to a Pasco Comprehensive High School graduate who exemplifies the ideals of a Kiwanian as to service and character. Saint Leo College matches the scholarship in an equal amount. Apply to the President of the Kiwanis Club, Dade City, Florida 33525.

Holy Name Priory Scholarships. The Benedictine Sisters of the Holy Name Priory of Saint Leo, Florida, offer several room and board scholarships each year to female members of the junior or senior class who have volunteered services to the College or the community. The Mother Rose Marie Easly, O.S.B., Scholarship in the amount of \$750 is awarded annually to a female resident of East Pasco County.

For information regarding these scholarships write directly to: Scholarship Committee, The Benedictine Sisters, P. O. Drawer H, Saint Leo, Florida 33574, by March 15 preceding each Fall Semester.

Warder/RAGE Scholarship. This scholarship is reserved for students who have been residents of the area east of U.S. Highway 41 in Pasco County for the last three years. Applicants must be less than 25 years old. Apply to the Financial Aid Office.

Hazel Whitman Scholarship. The Women's Association of Saint Leo College awards this annual scholarship to a Pasco, Hernando, Hillsborough, Polk or Sumter County resident. Apply to the Financial Aid Office.

Sister Mary Grace Riddles, O.S.B. Scholarship. Income from this fund is awarded to a Saint Leo College student with a minimum GPA of 3.0 who demonstrates financial need and shows qualities of leadership, loyalty, and service to Saint Leo College. Obtain applications from the Director of Financial Aid, Saint Leo College; Maura Snyder, English Department, Saint Leo College; or write to Katie Calvert, President, Sister Mary Grace Riddles, O.S.B. Scholarship Fund, 6851 S.W. 106 Street, Miami, Florida 33156.

## Financial Aid Available Through The College

Aid for which application is made to the Financial Aid Office.

Florida Tuition Voucher. This fund provides tuition assistance to bona fide residents of Florida in an amount varying yearly depending on state funding and is not based on need.

Campus Based Federal Programs. Students must be United States citizens or permanent residents of the United States and demonstrate financial need, good moral character and academic promise to qualify.

- 1. Supplemental Educational Opportunity Grant (SEOG). These funds are allocated as part of a financial aid package to students with exceptional need.
- 2. College Work Study Program (CWSP). Under this program and under the Institutional Employment Program, students who demonstrate a need may be placed in various positions on campus.
- 3. PERKINS Loan Program (formerly NDSL). Under this program students who demonstrate an exceptional need may obtain a loan.

#### College Scholarships

To be eligible for a College scholarship a student should be enrolled full time on the main campus. The bases on which selection is made are financial need, character, academic record and the specific criteria of the special awards. Priority is given to students who apply by March 1 of each year. Due to the limited number of scholarships, it is unlikely that the Scholarship Committee will award more than one scholarship to any one student. Academic scholarships are awarded to students with a minimum GPA of 3.00.

- 1. Benefactors Scholarships. Income from the following funds makes it possible to assist deserving students with the greatest unmet financial need. Funds are in the names of: Saint Leo Abbey, Saint Charles Borromeo, J.M. Boucher, Bertha Brown, Charles K. Campbell, David Cannon, Mary Ann Cass, Clerf Family, Mary Kay Coppedge, Patrick and Margaret McCabe, Rev. John F. O'Boyle, Mary Ann Riley, Right Rev. Msgr. George T. Rockett, Robin Stockberger.
- 2. Gilmar and Margil Scholarship Fund. Income from this fund will be granted to a student with the greatest determined need and with the highest academic standing and who is preferably a student of Spanish background.
- John Peter Heatherton Family Scholarship Fund. Income from this fund is to be used for educational scholarships.
- 4. Charles F. Henderson III Scholarship Fund. Income from this fund will be

- used to assist students who show qualities of leadership, loyalty and service to Saint Leo College and who demonstrate unmet financial need.
- Presidential Scholarships are awarded to incoming students with a minimum SAT score of 1000 or a minimum ACT score of 22 and a 3.00 high school grade point average or a minimum college GPA of 3.25.
- 6. Dade City Rotary Club Scholarship Fund. Income from this fund will be awarded to graduates of Pasco Comprehensive High School and Pasco Hernando Community College, preferably the east campus. Recipients must demonstrate financial need.
- 7. William G. Selby and Marie Selby Scholars Program. Applicants must be bona fide residents of Florida, preferably from Manatee or Sarasota county.
- 8. The Thomas B. Southard Scholarship Fund. Income from this fund will be awarded to needy students showing an ambition and desire to learn.
- 9. **Tri-County Scholarships** of up to \$300 yearly are awarded to residents of Pasco County, Hernando County, or Citrus County on the basis of unmet need.
- 10. Trustees Scholarships are awarded to incoming students with a minimum SAT score of 1050 or a minimum ACT score of 25 and a 3.5 high school grade point average or a minimum college GPA of 3.50.
- 11. Dennis E. Vacenovsky Scholarship Fund. Income from this fund will be used to assist students who show qualities of leadership, loyalty and service to Saint Leo College, and who demonstrate unmet financial need.

Scholarships for which application is made to the scholarship or divisional chair:

 Athletic Scholarships are awarded to outstanding athletes who participate in intercollegiate programs. Apply directly to the Director of Athletics, P.O. Box 2038, Saint Leo, Florida 33574.

- Renee Cueto Scholarship Fund. Income from this fund will be used to assist the most deserving theatre majors. Apply to the Chair, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
- 3. Marion Elizabeth Flagg Scholarship Fund. Income from this fund will be used to assist deserving students in music. Apply to the Chair, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
- 4. Humanities Scholarships. These scholarships in various amounts, are awarded to students who demonstrate outstanding academic performance and financial need. Apply to the Chair, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
- 5. The C.P. McCabe Memorial Scholarship Fund. Income from this fund will be used to assist juniors and seniors in the Division of Education who are from Pasco County, Florida, and who are of good character and in financial need. Apply to the Chair, Division of Education, P.O. Box 2098, Saint Leo, Florida 33574.
- The Raymond L. and Mary C. Spangler Scholarship Fund. Income from this fund will be used to assist deserving students in science, mathematics, or humanities. Apply to the respective chair.
- 7. The Dr. Herbert F. Wolf Scholarship Fund. Income from this fund, not available to freshmen, will be used to assist deserving students in science and mathematics. Apply to the Chair, Division of Natural Science and Mathematics, P.O. Box 2188, Saint Leo, Florida 33574.
- 8. Army ROTC Scholarships. All ROTC students who will be under the age of 25 at college graduation are eligible to compete for scholarships for one to three years. ROTC scholarships pay full tuition, books, fees, travel expenses and \$100 per month subsistence allowance. Scholarships are based solely upon merit. For additional information contact Saint Leo College, Coordinator of Military Science, P.O. Box 2128, Saint Leo, Florida 33574.

- Edward L. Flemming Memorial Scholarship Fund. Income from this fund will be used to assist deserving students in psychology. Available to juniors and seniors with financial need. Apply to Chair, Division of Social Science, P.O. Box 2247, Saint Leo, Florida 33574.
- 10. Genevieve A. Horgan Scholarship Fund. Income from this fund will be used to assist deserving students in history. Available to juniors and seniors with financial need. Apply to Chair, Division of Social Science, P.O. Box 2247, Saint Leo, Florida 33574.
- 11. Religious Education/Religious Studies Scholarship Fund. Income from this fund will be used to assist deserving students who are majors in religious studies. This fund is made possible by the generous support of the Saint Gerard Foundation and Mr. and Mrs. James C. David. Apply to Chair, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
- 12. Father George Paulson Theology Institute Endowment Fund. Income from this fund will be used to provide scholarships to deserving students majoring in religious studies as well as to provide lectures and other activities which further religious and values education. Apply to Chair, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
- 13. Air Force ROTC Scholarships. Air Force ROTC scholarships are available to qualifying students for two to four years. These scholarships pay all tuition, books, required fees, plus \$1,000 per month tax free. All students in the final two years, regardless of scholarship status, receive the \$100 tax-free subsistence allowance.
- 13. Intercommunity Forum Scholarship Fund. The College, Saint Leo Abbey and Holy Name Priory annually offer two scholarships to students majoring in religious studies. One scholarship provides \$500 (\$250 per semester) toward tuition and a room (double occupancy) at Saint Leo Abbey for a male student. The other scholarship provides \$500 (\$250 per semester) toward tuition and a room (double occupancy) at Holy

Name Priory for a female student. Apply to the Chair, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574

## Refund of Financial Aid

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations.

# Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College policies, state aid agency regulations, guarantee agencies, VA regulations, or federal regulations, depending on sources of funds.

#### **Definitions**

New Hours exclude repeat courses.

**Enrollment** is based on tuition charges at registration.

**Full time** is 12 credit hours minimum each semester.

Academic year means two semesters on campus (Fall and Spring Semesters). For financial aid purposes, the Summer Session may be considered as a remedial session for certain aid programs but not for state aid. Six semester hours is considered full time during the Summer Session.

In order to qualify for financial aid, all students who enroll full time (12 hours minimum) must earn a minimum of nine new hours any term and must earn a minimum of 24 new hours every academic year. "Repeats" are not included. Audit courses are not counted for enrollment purposes

Students enrolled for the first time in College must maintain a 1.75 cumulative GPA in their first year of college attendance, including attendance at another college. After the first two terms of full-term enrollment at any college, students must maintain a minimum of 2.00 cumulative GPA.

College Scholarship: Specific standards described on the scholarship contract must be met.

State Aid: Most states require that recipients earn at least 24 new hours each academic year and maintain a minimum cumulative GPA of 2.00.

Loans: Various lending agencies have various standards of progress. In some cases, an agency will require a student to progress one class (from freshman to sophomore, for example) before approving a subsequent loan.

A student earning 30 or more hours per academic year and maintaining at least a 2.00 grade point average should be able to meet the standards of all agencies.

# The Right to Appeal Loss of Aid

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following term. Financial aid may be reinstated during that term on one of the following conditions:

- 1. Provided a student who has had extraordinary medical problems appeals to the Financial Aid Committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes. Such appeal must be mailed to the Financial Aid Committee, P. O. Box 2228, Saint Leo, Florida 33574 within two weeks of having received notification of cancellation.
- 2. Provided during the term for which awards were cancelled and prior to the end of that term, a student raises his/her academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed by obtaining an unofficial revised grade transcript from the Records Office and forwarding it to the Financial Aid Office with a request that aid be reinstated.

#### Summer Sessions

Students who do not meet the standards of progress by the end of the Spring Semester are encouraged to reinstate their eligibility for aid other than state aid for the following academic year by enrolling in the campus Summer Session or by taking courses at another college during the summer. Courses taken at other colleges must be approved by a division chair and registrar before a student enrolls.

It is the responsibility of the students who have permission to take summer courses for credit at another institution to submit a transcript of their summer grades to the Financial Aid Office together with a request for reinstatement of eligibility.

### Aid for Part-Time Students

Degree-seeking part-time students (minimum six semester hours) are eligible to apply for financial aid. To maintain their eligibility, they must successfully complete all credit hours for which funds are disbursed in any term and maintain a cumulative grade point average of 2.00 minimum.

## College Level Academic Skills Test (CLAST)

Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in the loss of aid for that student until the CLAST is taken.

Failure on one (or several) of the CLAST subtests does not result in the loss of aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects, during the term for which State aid is desired. CLAST tests are given three times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Drawer S, Saint Leo College, Saint Leo, FL 33574-4012. Applications are also available from the College's Financial Aid Office.

## Financial Aid Transcript Requests for Transfer of Files

Requests for financial aid transcripts will be filled out free of charge.

Students who transfer between terms during the course of an academic year and request that a copy of their entire aid file (FAF, tax returns, verification documents) be mailed to another school will be charged a \$5 processing fee.

## Academic Regulations

#### Academic Term

The campus academic programs, including the Center for Continuing Education extended programs and Weekend College, follow the semester system during the academic year. The campus undergraduate program continues in a five-week (May-June) Summer Session. The normal student course load for the Summer Session is two three-credit courses and a one-credit course in physical education. Enrollment in the Summer Session is optional. Restaurant and Hotel Management students enrolled in RHM 425 Restaurant and Hotel Management Internship during the Summer Session are considered to be taking a full-time schedule.

The Center for Continuing Education extended programs and Weekend College continue in a 14-week Summer Session.

The Military Education Program offers five terms in the academic year, starting about August 1 and ending in the last week of July.

## Registration

All students register for courses during the registration period at the beginning of each term.

Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules and regulations prescribed in the College catalog.

The College offers degree programs on campus, and externally through the Center for Continuing Education and the Military Education Program. Students enrolled in any one of these programs must formally request permission to enroll in courses in either of the other programs. The request should be directed to the dean of the program in which the student is enrolled and must be approved by the Vice President for Academic Affairs.

## Course Load and Overload

Twelve credits is the mininum course load which a student may take and still be considered a full-time student. Students normally carry 15 to 18 credit hours,

Students who wish to take more than 19 credit hours must have a minimum cumulative grade point average of 2.50. In order to enroll in courses that would constitute a course overload students must be cleared by the Registrar and have the approval of their academic advisor and division chair. Any student who is registered for 20 or more credits after the drop/add period will be assessed a non-refundable fee of \$84 per credit hour for credits in excess of 19.

#### Audit

Audit students must attend regularly and must make regular class preparation. No tests or examinations are required. No grade or credit is given. Fees are the same for both credit and audit courses, including the \$84 per credit hour charge for credits in excess of 19. See the tuition rates for part-time students in the preceding Financial Information section.

A change from credit to audit will not be permitted after the first week of the semester.

## Classification of Students

Students are classified according to the number of credits earned. Listed below are the requirements for the respective classifications:

Freshman — a student with fewer than 30 earned credits.

Sophomore — a student with at least 30 and fewer than 60 earned credits.

Junior — a student with at least 60 and fewer than 90 earned credits.

Senior — a student with at least 90 earned credits.

Special - a non-degree-seeking student.

#### Class Attendance

An educational program centered upon classroom instruction is predicated on the concept of regular class attendance. In support of this concept, the following principles and procedures are practiced:

- 1. Instructors include a course attendance policy in their syllabi.
- Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly their scheduled classes immediately preceding and following the Thanksgiving, Christmas and spring breaks.
- Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance are informed by their instructor.
- 4. In the case of absences caused by College sponsored activities, students are allowed to make up such portions of work missed, including examinations, as the instructor deems necessary. Students are expected to make necessary arrangements before the planned absence from class and are responsible for all material covered during their absence.

#### Academic Honor Code

As members of an academic community that places a high value on truth and the pursuit of knowledge, Saint Leo students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Academic dishonesty is representing another's work as one's own, active complicity in such falsification, or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

The sanctions for academic dishonesty (including cheating on an examination, plagiarism and similar offenses) are as follows:

A. The minimum sanction for the first offense is an "F" for the test or assignment,

- but the usual sanction is an "F" in the course in which the violation took place.
- B. The minimum sanction for the second offense is an "F" in the course, but the usual sanction is suspension of the student from Saint Leo College.

It is the responsibility and obligation of each student personally to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to the course instructor. The procedures to be followed in cases involving academic dishonesty are outlined in the Student Handbook.

## Drops, Adds and Withdrawals

During the drop/add period students may change courses without a fee. Drops and adds are handled through the Records Office. After the first week of a semester there is a \$10 fee for each course withdrawal.

Each student has the prerogative of dropping a course until the end of the first week of classes and after that a grade of "W" will be assigned until the final published date for withdrawing. The official recording date of all withdrawals will be the last day scheduled for withdrawing from classes. Students who fall below 12 semester hours will not be full-time students and may lose their eligibility for financial aid. Failure to attend class or merely giving notice to an instructor will not be regarded as an official notice of withdrawal.

# Withdrawal from the College

If students find it necessary to withdraw from the College for any reason, they must do so officially to obtain honorable academic withdrawal.

Withdrawal forms are available in the Student Affairs Office and the procedure outlined thereon must be followed. Students who fail to carry out these procedures will be considered to be continuing students and may receive a failure (F) in all courses for the semester in which they registered. In such cases, the official withdrawal date for the permanent record will be the last day of the semester in which they left.

Quality Points

Since early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund of tuition or residence payments until the form is filed and receipted. The effective date of withdrawal will be the date the completed form is signed in Student Affairs.

#### Final Examinations

Final examinations are scheduled after the last instructional class period of each semester and Summer Session. Students should not plan to leave campus until after the last day of final exams for the fall, spring and summer terms, and they are advised to make their travel arrangements for the entire year as early as September. The final exam schedule is announced at the start of the semester to give students time to make travel arrangements.

## Credit by Examination

A maximum of 40 semester hours of standardized testing credit will be accepted as applying toward graduation, and all such credit will be listed on the student's transcript. Information about credit by examination is available in the Records Office.

#### **Course Challenge Examination**

Full-time students with a cumulative grade point average of 2.50 or higher may seek to earn credit for a course through examination. Permission to take an examination is granted by the chair in whose division the course is taught. An \$84-per-credit-hour fee must be paid in advance and is nonrefundable.

To receive credit the student must achieve a grade of "C" or above. If the student fails the examination, no grade will appear on the permanent record.

#### **Standard Examinations**

Students may receive credit after successfully completing any of the following standard examinations:

Advanced Placement Examinations

American College Testing Program

Proficiency Examination Program (PEP)

College Level Examination Program (CLEP)

General and Subject Examinations (Up to 30 credits may be earned through the CLEP General Examinations.)

Defense Activity for Non-Traditional Educational Support (DANTES)

GED College Level Examinations

#### Credit Substitution

Since the academic program is studentcentered, it is flexible to meet individual needs and goals. Each divisional chair may permit substitution of resident, transfer, or testing credit for degree requirements. Students should meet all prerequisites as stated in the catalog. Division chairs have the authority to waive any prerequisites. External degree students should request substitution credit through their program advisor.

### Grading

		Quality I onlis
		Per Credit Hour
A	Superior Performance	4.0
B+	<b>Excellent Performance</b>	3.5
В	Very Good	3.0
C+	Above Average	2.5
С	Average	2.0
D	Below Average	1.0
F	Failure	0.0
FA*	Failure Absences	0.0
I	Incomplete	0.0
P	Pass	0.0
W	Withdrawn	
WE*	Withdrawn Excused	
AU	Audit	

\* Due to extended temporary duty of student: Military Education Program only.

Incomplete work (I) is counted as a failure (F) if the work is not made up by the end of the following semester. An incomplete grade (I) once completed will reflect the same term date the course was originally taken; however, degree conferral date will be determined by the actual date the incomplete course work was completed.

Quality points are assigned only to grades earned at Saint Leo College.

### **Grade Point Average**

The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

	Hours		Quality	Total
Course	Attempted	Grade	Points	Quality Points
FAS 121	3	Α	(4)	12.00 (3x4)
SPA 111	3	В	(3)	9.00 (3x3)
CHE 121	3	D	(1)	3.00 (3x1)
HTY 121	3	F	(0)	0.00
ENG 121	<u>3</u>	C+	(2.5)	7.50 (3x2.5)
	15			31.50

Grade Point Average: 31.50 ÷15 = 2.1 GPA

Note: No quality points are awarded for transfer

credit.

#### **Grade Changes**

A grade may be changed only by the faculty member administering the course. Changes in grade are permitted only when a computational error has been made or in cases of academic dishonesty. A student who feels that an improper grade has been received must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

### Repeated Courses

Students may repeat any course that they wish, and are encouraged to repeat all courses failed. Students will have their cumulative grade point average adjusted to reflect only the higher grade earned. However, the record of attempting all courses will remain on the permanent record.

### Grade Reports and Permanent Records

All midsemester grades, semester and summer session grades are mailed to the student's home address.

Each term's grade report is prepared for each student showing the student's progress for that term. This information and any additional transfer credit is placed on the student's permanent record after 15 hours of residence. As grade reports are generated each term, the student's progress is checked against the grade point stand-

ards at the appropriate level and action is taken as required.

Permanent academic records of all students are maintained by the Registrar.

#### Gordon Rule

Saint Leo College actively promotes writing across the curriculum. Consequently, its students fulfill the requirements of the state of Florida's Gordon Rule within the communications area.

### Transcript Requests

Official transcripts of the permanent record may be released to a student or to others with the student's written permission. Requests for transcripts must bear the student's signature (required by the Family Rights and Privacy Act of 1974). Each request must contain the student's social security number, program enrolled (oncampus, CCE, or MEP), number of transcripts required and the complete mailing address to which each transcript is to be sent. The College will not provide a transcript of transfer credit until successful completion of course work at Saint Leo College.

Transcripts should not be requested until the grade slip for the preceding term has been received. Bachelor's degrees are conferred on September 1, January 1 and at the completion of the main campus Spring Semester (normally late April). (MEP only: Associate degrees are conferred monthly; bachelor degrees are also conferred June 1 and November 1.) Transcript requests may be delayed until degree conferral has been completed. There is a \$3 fee for each transcript requested.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to ten working days.

Saint Leo College will not release transcripts unless all obligations to the College have been paid. If a student is financially cleared at the time the request is received, processing will be complete within two working days. All transcript requests should be ordered directly from the Registrar, Post Office Box 2278, Saint Leo, Florida 33574.

#### The Dean's List

At the end of each semester those full-time students who have earned a semester grade point average of 3.50 or higher are recognized by placement on the Dean's List.

#### Student Honor Society

The Saint Leo College student honor society, Delta Nu, is a member of the Delta Epsilon Sigma National Scholastic Honor Society, which was founded in 1940 for students, faculty and alumni of colleges and universities with a Catholic tradition. The purposes of the society are to recognize academic accomplishments, to foster scholarly activities and to encourage a sense of intellectual community among its members. To be eligible for membership, a student must have acquired 62 credit hours (at least 30 of which must have been earned at Saint Leo) and maintained a grade point average of 3.50.

## Academic Sanctions Policy

In order to continue in good standing, a student must maintain a minimum grade point average of 2.00. The system of academic warning and probation is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The College reserves the right to require remedial action on behalf of students who are placed on academic warning or probation. Such action may include, but is not limited to, requiring students to repeat failed courses, take a reduced course load, attend a mandatory study hall, or change their program of study. The Academic Standards Committee sets these regulations and conditions.

#### **Academic Warning**

Students who earn below a 2.00 semester grade point average in any semester will be placed on academic warning.

In addition, on-campus students who fail two or more courses or the equivalent of 50 percent of their course work for that semester or who are

not making satisfactory progress will be placed on academic warning.

#### **Academic Probation**

Freshmen who earn below a 1.70 semester grade point average or who receive failing grades in more than one course at the completion of the first semester will be placed on academic probation. All other students with a cumulative grade point average below 2.00 will be placed on academic probation.

Students who are on academic or disciplinary probation cannot hold or run for an office, participate in selected activities, play intercollegiate sports, pledge a Greek organization or be a candidate for any kind of honor including participation in the graduation ceremony. More detailed information concerning disciplinary probation may be found in the Student Handbook.

To maintain eligibility to participate in intercollegiate sports and other selected activities, students must remain free from academic or disciplinary probation and must earn an average of 12 credits for each semester they are enrolled.

Members of varsity sports programs and students receiving financial aid must inform themselves of special eligibility requirements of these programs.

#### **Academic Suspension**

Students placed in the appropriate developmental course(s) are required to complete the assigned course(s) satisfactorily within their first two semesters at the College. Those who do not complete the assigned course(s) with a passing grade within two semesters will be subject to suspension.

Students whose cumulative grade point averages are deficient for their academic levels are subject to academic suspension. The criteria for determining academic suspension are: (1) semester hours attempted at Saint Leo College; and (2) student classification, based on total earned hours, including hours in residence and hours in transfer. The cumulative grade point averages (GPA) required to ensure that a student is academically eligible to remain in college are as follows:

Semester Hours Attempted	Student Classification	Required Cumulative GPA						
Fewer than 24								
Attempted Hours	(0-30 Earned Hours,							
at Saint Leo	Sophomore to Sen	ior 2.00						
	(More than 30 Earns	ed Hours)						
24 to 37 Attempted Hours at Saint Leo	Freshman (0-30 Earned Hours, Sophomore to Sen (More than 30 Earne	ior 2.00						
38 or more Attempted Hours at Saint Leo	Sophomore to Sen (More than 30 Earne							

Appeals. Students have the right to appeal academic suspensions. If students wish to appeal for immediate reinstatement, they must do so within one week of the official notification by the Academic Standards Committee. A successful appeal lifts suspension but academic probation remains.

For on-campus students appeals from academic suspensions must be made in writing to the Registrar. Students who are registered in the Center for Continuing Education or Military Education Program appeal through their program coordinator or director.

Reinstatement. Students suspended from Saint Leo College for poor academic performance may apply for readmission after completing at least 12 semester hours of acceptable work at another regionally accredited college, or after two semesters if they do not pursue studies elsewhere. Fulfilling these conditions does not guarantee reinstatement and a student who is reinstated remains on academic probation.

The petition for reinstatement must be submitted to the Registrar at least one month before the intended date of reentry to the College. Students who are registered in the Center for Continuing Education or Military Education Program petition through their program director. The petition must include students' personal assessments regarding the factors that led to their suspension and what they would do positively to alter their academic status. In addition to a personal statement, students are expected to obtain recommendations from their advisor and at least one faculty member or their division chair.

Suspended students seeking reinstatement after the required suspension period must include in their petition evidence of accomplishment, which may consist of an official transcript of academic work completed since their suspension.

The Academic Standards Committee determines whether to deny or grant a request for reinstatement and determines the conditions of reinstatement. In the case of students in the Center for Continuing Education or Military Education Program, the dean of their program serves in place of the Academic Standards Committee.

Veterans Benefits and Academic Progress. Veterans and other eligible persons will be allowed two semesters of Campus or Center for Continuing Education (CCE) enrollment, or four terms of Military Education Program (MEP) enrollment to raise their GPA to 2.00 or higher. (Two terms in the MEP equal one Campus/CCE semester). Failure to attain the minimum GPA by the end of the second Campus/CCE semester or the fourth MEP term of probationary status will result in the termination of VA benefits. Students who lose VA eligibility due to failure to maintain standards of progress may regain academic eligibility by completing the College's reinstatement procedures. In addition to the College's reinstatement requirements, students who have been suspended must fulfill all VA requirements to gain reinstatement of benefits.

#### Academic Dismissal

A second academic suspension normally constitutes academic dismissal.

#### Degree Requirements

To earn the associate degree the student must meet the following requirements:

- 1. Complete a minimum of 60 academic credits.
- Complete two general physical education courses.
- 3. Complete Basic Studies I.
- 4. Attain a minimum cumulative grade point average of 2.00.
- 5. Complete such comprehensive examinations as may be required by the College.
- Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.

- 7. Fulfill the residence requirement (minimum 15 semester hours).
- 8. Satisfy all financial obligations.
- Apply for graduation in the Records Office.

To earn the bachelor's degree the student must meet the following requirements:

- 1. Complete a minimum of 120 academic credits.
- 2. Complete the general physical education requirements.
- 3. Complete the Basic Studies Program.
- 4. Complete a minimum of 39 hours of course work at the 300-400 level.
- 5. Attain a minimum cumulative grade point average of 2.00.
- Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
- 7. Complete all the requirements of the student's academic division and major.
- 8. Attain a minimum cumulative grade point average of 2.00 in the major.
- 9. Complete such comprehensive examinations as may be required by the College.
- 10. Fulfill the residence requirement (minimum 30 semester hours).
- 11. Satisfy all financial obligations.
- 12. Apply for graduation in the Records Office.

#### Residence Requirements

Four academic years or eight semesters are normally needed to earn the bachelor's degree. Two academic years or four semesters are normally needed to earn the liberal arts associate degree.

To satisfy residence requirements for the bachelor's degree, students must complete a minimum of 30 credits at Saint Leo College. They must also be in attendance during the last two semesters. To satisfy residence requirements for the associate's degree, students must complete a minimum of 15 credits at Saint Leo College.

Students with a bachelor's degree awarded from another accredited institution must complete residence requirements and all other degree requirements to receive a bachelor's degree from Saint Leo College. If a student has been awarded a bachelor of arts degree from Saint Leo College

and wishes to pursue a second degree, then the second degree being pursued would be a bachelor of science degree. Conversely, if a bachelor of science degree had been awarded then a bachelor of arts degree would be pursued. In each instance, a minimum of an additional 30 semester hours must be completed with the College in order to satisfy residency and major or specialization requirements.

Students who have satisfied the residence requirements and have completed all but nine credits of their degree credits may request permission to take these final credits elsewhere. In order to do so, they must petition in writing through their divisional chair for special consideration. Petitions require the endorsement of a student's divisional chair and approval of the Vice President for Academic Affairs.

Residence requirements for off-campus students enrolled in the external programs may be found in the catalog under Military Education Program and Center for Continuing Education.

## Application for Graduation

Students must make formal application for graduation in the Office of the Registrar. A \$70 fee is required for graduation, even if the student chooses not to participate in the commencement exercises. In order to provide time for a thorough research of the applicant's record, the application must be submitted by the end of the first semester of the final year in which the student expects to graduate. External degree students make formal application with the appropriate program dean.

The College has one formal graduation with academic regalia each year at the completion of the Spring Semester. Students who have met all the requirements of Saint Leo College for receipt of the bachelor's degree and have met all financial responsibilities may participate in commencement ceremonies. Degrees are conferred on two other dates: September 1 and January 1. All incomplete work (I) must be made up prior to conferral date.

#### Graduation with Honors

Students who have earned at least 45 credits at Saint Leo College and have the specified cumulative grade point averages will receive the following honors:

Summa cum laude 3.90 and above Magna cum laude 3.75 and above Cum laude 3.50 and above

External Degree Program students who have completed at least 30 but fewer than 45 credits at Saint Leo College and who have completed a bachelor's degree with a cumulative grade point average of at least 3.50 will be awarded the degree "With Honors."

#### Awards

The following awards are given to members of the graduating class:

The Clara McDonald Olson Scholarship Award to the graduating student earning the highest scholastic average. Students receiving this award must have received all of their credits from Saint Leo College. Graduating students who have earned part of their degree credits from other institutions and who have achieved a 4.00 cumulative grade point average while attending Saint Leo College for at least their last three years are eligible for special recognition.

The John I. Leonard General Excellence Award to the member of the graduating class who best embodies the qualities of character, scholarship, service, leadership and general excellence for which Saint Leo College stands.

The Abbot Marion Bowman Activities Award to the member of the graduating class whose participation and leadership in extracurricular activities have been of the highest order.

The Thomas B. Southard Leadership Award Sabre to the Army ROTC graduate who best demonstrates leadership achievement in both Advanced Camp at Fort Bragg, North Carolina and on-campus ROTC classes and labs at Saint Leo College. The military sabre is donated by the Alumni Relations Office and the Department of Military Science.

## Academic **Programs**

The liberal arts curriculum of Saint Leo College enables students to become people of culture and conscience. It acquaints students with the major areas of human knowledge - the humanities, natural sciences, and social sciences - and allows them to pursue a major in the discipline of their interest and talent, encouraging them to relate knowledge gained from other disciplines with the principles of their chosen major. The liberal arts curriculum offers students the opportunity to gain greater knowledge of themselves, to develop a concern for others and ultimately to acquire insight into their responsibilities in the world.

Saint Leo College offers the following liberal arts degrees: Associate of Arts, Bachelor of Arts, Bachelor of Science and Bachelor of Social Work.

Students electing an Associate of Arts degree major in liberal arts.

Students electing the Bachelor of Science degree major in the following fields:

Biology

Health Care Administration

Medical Technology

The biology major is the recommended preprofessional curriculum for students intending to pursue careers in medicine, dentistry and veterinary science.

Students electing the Bachelor of Social Work degree major in Social Work. The Social Work program is accredited by the Commission on Accreditation of The Council on Social Work Education.

Students electing the Bachelor of Arts degree major in the following fields:

Art/Elementary to Secondary Education Biology

**Business Administration** 

Accounting

Computer Information Systems

Finance

Health Services Management

Management

Marketing

Restaurant and Hotel Management

Technology Management

Specific Career Objective

Criminology

Dance

Elementary Education

English

English/Secondary Education

Literature

Writing

History

History\Secondary Education

Human Resources Administration

International Studies

Mathematics for Secondary Education

Mental Retardation

Music

Physical Education

Sports Management

**Teacher Training** 

Political Science

Political Science/Secondary Education

Pre-Law

Psychology

Public Administration

Religious Studies

Sociology

Theatre

Teacher education programs that lead to certification and have been approved by the state of Florida Department of Education:

Art (K-12)

Elementary education/Early childhood(K-6)

English (6-12)

History (6-12)

Mental Retardation (K-12)

Physical Education (6-12)

Political Science (6-12)

Other areas in which teacher certification may be awarded through a course-by-course transcript evaluation by the state Department of Education:

Biology (6-12)

Math (6-12)

Music (K-12)

Social Studies (6-12)

#### The Basic Studies

Recognizing the need for its students to become acquainted with the major branches of human knowledge, Saint Leo College places

strong emphasis on a liberal exposure to the arts and sciences through its program of basic studies. Faculty advisors aid students in selecting courses that will best contribute to their educational and vocational goals.

The Basic Studies program consists of two components, Basic Studies I and Basic Studies II: both are required for all bachelor's degree programs. There is also a physical education requirement.

No course may be used to satisfy both Basic Studies I and Basic Studies II requirements.

Basic Studies I requires a minimum of 30 credits (ten courses) and Basic Studies II requires a minimum of 15 credits (five courses).

#### Physical Education

In addition to the Basic Studies I and II requirements, all students are required to complete four one-credit physical education courses:

PED 101 Concepts of Physical Education PED 201 Beginning Swimming\* Two one-credit courses selected from those courses listed from PED 150 through PED

The following substitutions may be made:

- 1. One studio dance course may serve as one Physical Basic Education provided the dance course is not used to satisfy a Basic Studies Fine Arts course.
- 2. Military Science students who complete MSE 321, 322, 421 and 422-10 may use this sequence to count as one Basic Physical Education course.

Students transferring to Saint Leo College with junior classification must complete at least two one-credit physical education courses at Saint Leo College unless the four one-credit course requirement has previously been met.

Students who meet one of the following criteria are exempt from the Basic Physical Education requirement:

- 1. Have an associate degree from an accredited junior or community college.
- 2. Have at least two years of active military duty.
- 3. Are 35 years of age or older.

#### **English Language Proficiency**

The Saint Leo College English language proficiency requirement may be satisfied in either of two ways:

- 1. By achievement of a score of 550 or above on the Test of English as a Foreign Language (TOEFL) or
- 2. By completion of Level 109 at any ELS Language Center located in the United States.

#### Individual Studies

The College offers two types of individual study. One type, entitled directed study, is conducted under the direct supervision of a faculty member and requires a minimum of one scheduled meeting a week. Courses listed as 329 or 429 are conducted as directed studies. Also, any other regular course may be taught by directed study where circumstances require.

The second type of individual study is independent study. In this the student pursues a subject under the direction of a faculty member, using such support materials as video tape, computer disk, written text, or combinations thereof. On completion of the prescribed work, the student reports to the faculty member and is graded either on a paper or project or written examina-

Both types of courses are recorded by title followed by the initials DS. Students using VA benefits or some other types of financial aid may not receive full benefits or aid for courses with a DS designation.

Permission to pursue individual studies must be obtained from the divisional chair or dean of the student's

Generally, permission to use this option to satisfy a regular course requirement is granted only to students who are within two semesters of graduation and who satisfy all other academic requirements. However, since written requests are submitted on an individual basis, exceptions may be made at the discretion of the appropriate administrator.

<sup>\*</sup> Swimming Medical Waivers are handled individually. Students granted waivers in swimming are not required to take an additional course.

#### Basic Studies I

Students are required to take a total of ten courses chosen from the list below. The number of required courses is indicated for each subject section below. This page is designed for your use as a checklist in planning your course of study. No course may be used to satisfy both Basic Studies I and Basic Studies II requirements.

English	(One course from the following)
(Both courses are required)	☐ MAT 121 Intermediate Algebra
☐ ENG 121 Composition	☐ MAT 131 College Mathematics
☐ ENG 122 Composition and Literature	☐ MAT 141 Finite Mathematics
(One course from the following)	☐ MAT 151 College Algebra
☐ ENG 221 Survey of English Literature I	☐ MAT 161 Precalculus
☐ ENG 222 Survey of English Literature II	☐ MAT 221 Calculus I
☐ ENG 223 Survey of American Literature I	☐ MAT 231 Calculus and Analytical
☐ ENG 224 Survey of American Literature II	Geometry I
☐ ENG 225 World Literature I	
☐ ENG 226 World Literature II	Social Science
	(One course from the following)
Fine Arts	☐ HTY 121 United States History to 1886
(One course from the following)	☐ HTY 122 United States History since 1865
☐ ART 121 Visual Fundamentals I	☐ HTY 123 Western Civilization to 1500
ART 122 Visual Fundamentals II	☐ HTY 124 Western Civilization since 1500
ART 123 Art Appreciation	☐ HTY 225 Far Eastern Civilization
DAN 125-Introductory Dance Courses	☐ HTY 227 Latin America and the
131*	Caribbean
☐ FAS 123 Introduction to Film	☐ HTY 233 The Modern Middle East
MUS 121 Music Theory I	(One course from the following)
☐ MUS 123 Introduction to Music	PSY 121 Introduction to Psychology
THE 121 Introduction to Theatre and	PSY 122 Psychology of Adjustment
Drama	PSY 228 Social Psychology
THE 123 Stagecraft	SOC 121 Introduction to Sociology
5	SOC 222 Social Problems
	SWK 121 Introduction to Social Work
Religious Studies and Philosophy	
(both courses are required)	Total: 10 courses
Any course in Religious Studies.	
☐ Any course in Philosophy.	Note: External degree students should contact
	appropriate advisor concerning Basic Studies I
	requirements.
Science and Mathematics	•
(One course from the following)	
BIO 121 Introduction to Biology	
BIO 125 Principles of Biology	
CHE 121 Chemistry & Society	
CHE 123 General Chemistry I	
PHY 121 Fundamental Concepts of	
Physics	
PHY 131 Introductory Physics	
PHY 221 General Physics I	

<sup>\*</sup> Taken for three credit hours

#### Basic Studies II

Students are required to take a total of five courses chosen from the list below. The number of required courses is indicated for each subject section below. This page is designed for your use as a checklist in planning your course of study. No course may be used to satisfy both Basic Studies I and Basic Studies II requirements.

Humanities	☐ PHY 121 Fundamental Concepts of ☐ PHY 131 Introductory Physics
*(One course from the following)	PHY 222 General Physics II
☐ ART 221 Drawing	MAT 131 College Mathematics
ART 223 Beginning Painting	MAT 141 Finite Mathematics
ART 224 Beginning Sculpture	
ART 225 Graphics	MAT 151 College Algebra
DAN 125-131 Any course	MAT 161 Precalculus
DAN 321 Dance History: Ballet	MAT 221 Calculus I
DAN 322 Dance History: Modern	MAT 222 Calculus II
DAN 239 Survey of Dance History	MAT 231 Calculus and Analytical
ENG 221 Survey of English Literature I	Geometry I
ENG 222 Survey of English Literature II	MAT 232 Calculus and Analytical
ENG 223 Survey of American Literature I	Geometry II
ENG 224 Survey of American Literature II	Casial Caianas
ENG 225 World Literature I	Social Science
ENG 226 World Literature II	*(One course from the following)
MUS 121 Music Theory I	HTY 121 United States History to 1865
MUS 122 Music Theory II	HTY 122 United States History since 1865
MUS 123 Introduction to Music	HTY 123 Western Civilization to 1500
MUS 321 Music History I	HTY 124 Western Civilization since 1500
MUS 322 Music History II	HTY 225 Far Eastern Civilization
THE 227 Survey of Drama I	☐ HTY 227 Latin America and the
THE 228 Survey of Drama II	Caribbean
Any Foreign Language numbered 211	HTY 233 The Modern Middle East
(Level 2-A) or above.	POL 121 Introduction to Politics
	POL 123 The Law and Society
Religious Studies and Philosophy	POL 223 American Federal Government
(both courses are required)	POL 224 American State and Local
Any course in Religious Studies or	Government
Philosophy.	PSY 121 Introduction to Psychology
	PSY 228 Social Psychology
Any course in Religious Studies.	SOC 121 Introduction to Sociology
	SOC 222 Social Problems
Science and Mathematics	SWK 121 Introduction to Social Work
(One course from the following)	☐ EDU 221 (Education majors only)
BIO 121 Introduction to Biology	
BIO 125 Principles of Biology	Total: 5 courses
☐ BIO 220 Human Anatomy and	
Physiology	NOTE: External degree students should contact
BIO 224 Health Science	appropriate program advisor concerning Basic
CHE 121 Chemistry and Society	Studies II requirements.
CHE 124 General Chemistry II	

\* One Basic Studies course must be literature and one

must be history for the bachelor's degree.

#### Major

Students usually select their major before the completion of their sophomore year. However, they may begin their major as early as the first semester of their freshman year if they are certain about their educational and vocational goals. In fact, if they expect to enter a graduate or professional school upon graduation from Saint Leo College, students should decide on their major early. If they plan to teach, they should not delay their decision beyond the first semester of their sophomore year in order to complete the required professional courses in education in a four-year period.

Intensive study in a major usually begins in the first semester of the junior year. To declare or change to another major, the student should consult with the division chair of the desired major. Students may earn up to two majors or a major and a minor.

Students who plan to teach at the secondary level should complete the professional courses in education in addition to all courses required in their major.

#### Minor

Programs of study leading to a minor are offered in some academic divisions. A minor requires a minimum of 15 semester hours and a maximum of 21 semester hours. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. A minor is not required for graduation.

## Preparation for Professions

Basic preprofessional courses leading to graduate study or to entrance into professional schools are offered in a number of fields: law, medicine, dentistry, osteopathy, nursing, social work, veterinary science and others.

Students who expect to use the liberal arts as a foundation for more specialized study at another institution are advised to consult an advisor in their special field of interest for a suggested outline of required subjects, and also to consult the catalog of the institution where they intend to continue their studies. Requirements are fairly uniform within a given field but do vary

somewhat among professional and graduate schools.

#### Military Science

Army Reserve Officer Training Corps. The Army Reserve Officer Training Corps at Saint Leo College offers a four-year and a two-year Officer Training Program leading to a commission as a second lieutenant in either the United States Army Reserve or the regular Army. Depending on the students' academic major, their desires, and the needs of the Army, this commission may be in any one of the Army's 16 branches.

All textbooks, uniforms, and equipment are furnished. During the last 2 years, the student is paid \$100 per month for 10 months during each academic year by the U.S. Government. In addition, one-, two- and three-year scholarships may be awarded to exceptional students.

The course of instruction emphasizes theoretical and practical leadership. It is divided into Basic (MS I and MS II) and Advanced (MS III and MS IV) courses. Admission to the Basic Course is open to full-time students, who will complete the four-year program before their 28th birthday and are physically qualified. Admission to the Advanced Course is competitive. The ROTC campus coordinator must approve all applicants. In addition, all advanced students must pass mental and physical examinations and have received credit for the Basic Course.

Credit for the Basic Course may be given for prior military training or for participation in secondary school ROTC programs. Credit for the entire Basic Course may be received by attending summer camp under the two-year ROTC Program.

Additionally, Army ROTC offers "leadership labs" which are voluntary and carry no military obligation. Although the leadership labs carry no academic credit, they do allow students who cannot take an academic military science course to receive military credit for their participation. The leadership labs offered are:

Leadership Lab: Teaches basic military skills.

Ranger: Teaches survival techniques.

Freshmen and sophomores participate in ROTC on a voluntary basis with no obligation whatsoever to the military. A student who wishes

to continue with postgraduate work may be deferred from call to active duty for up to four years after commissioning.

For additional information, contact Saint Leo College, U.S. Army ROTC, P.O. Box 2126, Saint Leo, Florida 33574.

Air Force Reserve Officer Training Corps. The Air Force Reserve Officer Training Corps (AFROTC) is offered under an intercampus agreement with the University of South Florida (USF). AFROTC courses are taken at USF, but Saint Leo College course credit is granted. The curriculum includes 16 credits of instruction by Aerospace Studies Department faculty over a four-year period.

Students may be enrolled in either a two- or four-year program. The four-year program normally requires students to successfully complete all four years of academic work, AFROTC courses, and a four-week field training encampment between their sophomore and junior years. The two-year program gives students who do not enroll in AFROTC during their freshman and sophomore years, and transfer students from non-ROTC colleges, the opportunity of taking AFROTC. Selection for this program is in the spring prior to entry year. If selected, the student attends a six-week field training encampment in the summer prior to program entry. Upon entering the program, the student then completes all undergraduate degree requirements, a mathematical reasoning course (if not already completed), and 12 credit hours of courses to qualify for commissioning as a second lieutenant in the Air Force.

Enrollment in a weekly one hour(non-credit) leadership laboratory is required of all students entering the program. Students wear the Air Force uniform during these periods, and are taught customs and courtesies of the Air Force.

AFROTC for two to three 1/2 year scholarships are available for eligible applicants. In addition to the above requirements, scholarship recipients must also complete an English compositon course and two semesters of a major Indo-European or Asian language.

Saint Leo College students interested in enrolling in the four-year program as freshmen may register at USF as special students. All other students interested should contact the Department of Aerospace Studies, USF, for advice. Veterans, active duty personnel, and graduate students are encouraged to inquire about special accelerated programs designed for them. The telephone number of the Department of Aerospace Studies is (813) 974-3367.

## Academic Support Services

#### Maribeth Durst, Dean of Campus Academic Programs

The office of Academic Support Services coordinates a variety of academic services and programs for students. Its purpose is to assist students in meeting degree requirements other than those stipulated in their major.

The following include programs and services provided under Academic Support Services:

Academic Advising for non-declared students **CLAST Administration** Freshman Studies Program Honors Program Learning Assistance Services Outcomes Assessment The Writing Center

#### Academic Advising

All freshmen are assigned an advisor. Those students who choose not to declare a major are assigned to the College's Academic Advisor. When students are ready to select a major, an academic advisor is assigned to them by the chair of the division in which they plan to pursue a major.

All students are responsible for meeting all of the academic requirements for graduation. Students should seek advice from their academic advisors on a regular basis, but any advising errors made do not exempt the student from the responsibility of meeting all degree requirements.

#### **CLAST Administration**

Requirements for Students Receiving the Florida Tuition Voucher or Florida State Assistance Grant

Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of aid for that student until the CLAST is taken.

Failure on one or more of the CLAST subtests does not result in loss of aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects during the term for which state aid is desired. CLAST tests are given three times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, Saint Leo College, P.O. Drawer S, Saint Leo, FL 33574-4012. Applications are also available from the Financial Aid office.

#### Freshman Studies Program

The freshman studies program enhances the freshman-year experience. It is designed to involve students in their own education and to contribute to their academic, emotional, intellectual, spiritual, and social development and growth.

The freshman program has six goals: (1) to extend freshman orientation throughout the freshman year to meet individual needs; (2) to introduce higher education as a unique experience; (3) to develop a support group during the period of adjustment; (4) to build a sense of community; (5) to provide mentors for all freshmen; and (6) to improve self-esteem.

The program includes academic components and requirements as well as services to freshmen such as: Freshman Mentors: COL 103 - Seminar on Self-Awareness: COL 101 - Introduction to College; and Learning Assistance Services.

Freshman Mentors are faculty and administrators who act as role models to the freshmen and help them adjust to college life. The mentors academically orient the freshmen to college and teach COL 103 - Seminar on Self-Awareness.

The Seminar on Self-Awareness is a onecredit course required of all freshmen. It is designed to identify individual needs and the resources available on campus to meet them.

The Introduction to College (COL 101) course is a three-credit course designed to help students learn the academic and personal skills necessary to succeed in college. This course is required of freshmen taking developmental courses and is optional for all others.

#### Honors Program

The honors program serves the special needs and interests of the most highly motivated and academically talented students, providing them with an opportunity to reach their potential for leadership, both inside and outside the classroom.

The program offers academic challenge and discipline through an integrated sequence of courses, supplemental academic and cultural activities, and entry into a community of scholars. These features provide honors students with an enriched and cohesive liberal arts education.

Through their studies, honor students are able to enjoy the experience of analytical thinking, independent learning, intellectual discussion and critical expression. The curriculum covers Western civilization from its origins to the present and consists of an integrated sequence of six courses plus two research courses:

HON 150 The Classical World View (3 Cr) HON 151 The Christian Vision (3 Cr)

HON 250 The Humanistic Tradition (3 Cr) HON 251 The Scientific Revolutions (3 Cr)

HON 350 The Human Condition Re-examined (3 Cr)

HON 351 The Modern World View (3 Cr)

HON 498 Honors Research Methods (1 Cr)

HON 499 Senior Honors Project (3 Cr)

The program is for the most part not an addition to the usual course of study but is another way for students to earn their bachelor of arts degree. Honors courses may be substituted for Basic Studies requirements as follows:

HON 150: History, Political Science, Sociology, or Philosophy

HON 151: Religious Studies or Philosophy

HON 250: Fine Arts orLliterature

HON 251: Science or Philosophy HON 350: Psychology or Sociology

HON 351: Literature or Social Science

Moreover, with the appropriate division chair's approval, the research courses will satisfy upper-division major requirements.

The honors program is affiliated with the National Collegiate Honors Council, an organization of over 200 colleges and universities that serves as the national organization for honors programs. In addition, Saint Leo College participates in the Southern Regional Honors Council which is an affiliate of the National Collegiate Honors Council. In recognition of outstanding academic achievement, Saint Leo provides a Fourth Year Tuition Grant for students who complete the honors program and meet the Grant's requirements. The Grant is awarded in an amount sufficient to cover the fourth year tuition costs for which students do not have applicable financial aid. To receive the Grant students must remain in good standing in the honors program through three years at Saint Leo, maintaining a 3.5 cumulative GPA.

The admission requirements to the program are usually a high school GPA of 3.0, a TSWE score of 50, and a combined SAT score of 1,000. Students who complete the freshman year with a 3.25 or higher GPA may also be invited to join the program.

For further information and application forms, contact the Director of the Honors Program, P.O. Drawer S, Saint Leo College, Saint Leo, Florida 33574-4102.

#### Learning Assistance Services

Saint Leo College offers a comprehensive developmental program designed to assist students who need to improve their academic skills. The goal of the developmental program is to help students succeed in their academic course work.

Developmental courses include lectures and discussion in regular classes and individualized work in a laboratory environment. All components of the developmental program employ professional tutors.

Students who show weakness in any area are placed in the appropriate developmental course(s) and are required to complete the assigned course satisfactorily within their first two semesters at the College. Those who do not complete the assigned course(s) with a passing grade within two semesters are subject to suspension. It is not unusual for first-semester freshmen who need to strengthen their academic skills to enroll in ENG 112 - College Reading Skills,

ENG 120 - Developmental Composition and MAT 101 - Introduction to Algebra.

All developmental courses require a minimum of "C" grade for passing. Credits earned in the courses described above are applicable toward graduation from Saint Leo College. Although these courses do not fulfill Basic Studies requirements, they are prerequisites to them. The ENG 112 - College Reading Skills course may also be useful to students preparing for graduate or professional schools where a high reading proficiency is expected.

#### Outcomes Assessment

In keeping with the College's commitment to program improvement, and in accordance with the criteria regarding institutional effectiveness established by the College's accrediting agency, the Southern Association of Colleges and Schools, the College has established several measures to assess its effectiveness in meeting its stated educational goals. One such measure is the academic skills test for students intending to graduate from Saint Leo College.

The College requires students to take appropriate achievement tests to measure collegiate-level composition and computation competencies. To fulfill this requirement, eligible students may take the state of Florida's College Level Academic Skills Test (CLAST). Students not eligible to register for the CLAST are to take a similar academic skills test as designated by the College. Results of these tests are used by the College for comparative studies designed to measure its institutional effectiveness.

As with CLAST, students who fail one or more parts of the College's academic skills test are required to enroll in remedial courses designed by the College for these particular subjects and to retake the failed parts of the test.

#### The Writing Center

The Writing Center is designed to help students improve the quality of their writing in all of their courses. Students, regardless of class standing and rank, can visit the Writing Center for assistance at all stages of the writing process: prewriting, writing, rewriting and editing. They may either drop in during center hours or may be referred by a professor.

#### Computer Instruction Services

Saint Leo College encourages students to gain a knowledge of computers. The College provides facilities and instruction to prepare students to be effective computer users in their upper-division courses. The Computer Instruction Center is the focal point of education in computer information systems. It has two large state of the art micro computer classrooms and is the center for all laboratory studies.

## Division of Business Administration

Marvin T. Travis, Chair

#### **Faculty**

Ronald P. Allison, Business Administration
Francis W. Arnold, Management and Public Administration
Laurel G. Cobb, Accounting

David G. Cuppett, Accounting (MacDill Center, FL)

Edwin J. Doran, Business Administration

Charles L. Fisk Jr., Economics

William T. Foley, Accounting

William J. Gooden, Human Resources Administration (Tidewater Center, VA)

Charles D. Hale, Health Care Administration

H. Trowbridge Harris, Business Administration

O. Frank Kattwinkel, Business Administration (Tidewater Center, VA)

Michael O. Moorman, Computer Science

Kenneth L. Ries, Business Administration (Tidewater Center, VA)

Lynn M. Roberts, Business Administration

Robert M. Rubin, Business Administration

Annette H. Tollett, Accounting (Tidewater Center, VA)

Marvin T. Travis, Management T. Lynn Wilson, Marketing

#### Majors

**Business Administration** 

Accounting Specialization

Computer Information Systems

Specialization

Finance Specialization

Health Services Management

Management Specialization

Marketing Specialization

Restaurant and Hotel Management

Specialization

Technology Management Specialization

Specific Career Objective Specialization

Health Care Administration

Human Resources Administration

#### Minors

Accounting Computer In

Computer Information Systems

Economics

Management

Marketing

#### Professional Associations

The Division of Business Administration or its faculty are associated with the following:

Academy of Management

American Accounting Association

American Assembly of Collegiate Schools of Business

American Institute of Certified Public Accountants

American Management Association

American Marketing Association

Association of Collegiate Business Schools and Programs

Association of Human Resources

Management and Organizational Behavior

Association of University Programs in Health Administration

Council on Hotel, Restaurant and Institutional Management

Florida Institute of Certified Public

Accountants

National Restaurant Association

The Division of Business Administration, in cooperation with other divisions, stresses education for the whole person and provides a basis for understanding the economic structure of our society. Those who enter the business world and the world of products and services must be prepared to support all other segments of our society. The Division endeavors to prepare students to accept their share of this commitment by placing emphasis on an educational program that develops a well-rounded person capable of creative analytical thought and communication. All of this is accomplished within the liberal arts ideal.

The programs in the Division of Business Administration are designed as preparation for graduate study and for careers in business, government and education. The Division offers the bachelor of arts degree in business administration with an emphasis in a number of areas, a bachelor of arts degree in human resources administration and a bachelor of science degree in health care administration.

The Division of Business Administration serves as a resource for computer applications in other academic divisions of Saint Leo College.

Internships are offered for selected students so that they may apply their theoretical skills in a business environment.

#### **Business Administration**

The business administration major is designed for students entering the business workplace in almost any type of organization. Students may select one or more specializations to gain additional emphasis in areas of particular interest.

			Semester
Progran	n Con	nponents	Hours
Basic S	tudie	s I	30
Basic S	tudie	s II	15
Major R	lequi	rements	39
Courses	com	mon to all specializations	
ACC	201	Principles of Accounting I	(3)
ACC	202	Principles of Accounting II	(3)
COM	130	Microcomputer Applications	(3)
ECO	201	Principles of Macroeconomic	s (3)
ECO	202	Principles of Microeconomics	(3)
FIN	325	Principles of Finance	(3)
GBA	325	Business Statistics	(3)
GBA	331	Business Law	(3)
GBA	334	Quantitative Methods	(3)

	GBA	498	Business Policy	(3)	
	MGT	301	Principles of Management	(3)	
	MGT	321	Communications for		
			Management	(3)	
	MKT	301	Principles of Marketing	(3)	
	Plus additional courses as specified under the elec-				
	tive specializations below.				
S	peciali	izatio	on courses	15-30	
E	Electives as needed 6-21				
P	Physical education requirement				

Specialization course outlines are presented below. These selections permit the students to prepare for particular career objectives. They are structured to provide approved total study plans.

#### **Accounting Specialization**

ACC	301	Intermediate Accounting I	(3)
ACC	302	Intermediate Accounting II	(3)
ACC	331	Cost Accounting I	(3)
ACC	403	Accounting Information	
		Systems	(3)
ACC	411	Auditing I	(3)
ACC	421	Federal Taxes I	(3)
			Total 18

Additional recommended electives include: ACC 332 Cost Accounting II; ACC 401 Advanced Accounting; ACC 404 Fund Accounting; ACC 405 Accounting Theory and Research; ACC 412 Auditing II; ACC 422 Federal Taxes II; ACC 423 Estates, Trusts and Gift Taxation; FIN 331 Principles of Investment; FIN 333 Financial Institutions; FIN 498 Financial Policies and Strategies; GBA 332 Business Law II.

Certified Public Accountant (C.P.A.) requirements are set by law in each state. A student should contact an accounting advisor or the appropriate state board of accounting for current C.P.A. requirements. Additional accounting courses are available on-campus and in some off-campus programs to meet state of Florida requirements of 30 semester hours of upper level courses above the 120 academic hours required for a business administration major. The core of general business courses is not sufficient to meet the Florida C.P.A. requirement, but additional general courses are available.

## Computer Information Systems Specialization

_			
Computer la	anguage course		(3)
COM 310	Software and Hardware		
	Concepts (Prerequisite may requ	iire	
	an additional course)		(3)
COM 320	System Analysis and Design		(3)
COM 410	Data Base Concepts		(3)
COM 421	Management Information		
	Systems		(3)
		Total	15

#### **Finance Specialization**

ACC	301	Intermediate Accounting I	(3)
ECO	366	Money and Banking	(3)
FIN	331	Principles of Investment	(3)
FIN	333	Financial Institutions	(3)
FIN	498	Financial Policies and	
		Strategies	(3)
			Total 15

Additional recommended electives include: ACC 302 Intermediate Accounting II; ACC 423 Estates, Trusts, and Gifts Taxation; ECO 302 Intermediate Price Theory; FIN 477 Risk and Insurance.

## Health Services Management Specialization

HCA	302	Health Care Organization	(3)
HCA	401	Public Health and Epidemiolog	y (3)
HCA	499	Health Planning and Policy	(3)
MGT	498	Organization Theory	(3)
PHI	324	Medical Ethics	(3)
			Total 15

Additional recommended electives include: HCA 306 Health Care Economics; MGT 331 Management of Human Resources; MGT 412 Organizational Behavior and Development; POL 325 Public Administration; PSY 319 Human Behavior in Stress and Crisis; and REL 424\* Death and the Meaning of Life.

#### **Management Specialization**

MGT	331	Management of Human	
		Resources	(3)
MGT	412	Organizational Behavior and	
		Development	(3)
MGT	421	Management Information	
		Systems	(3)

MGT 498 Organization Theory	(3	3)
Business Elective (300-400 level)	(3	3)
	Total 1	5
Additional recommended electives	PHI 329	2

#### **Marketing Specialization**

**Business Ethics** 

		_	
MKT	306	Promotion Management	(3)
MKT	354	Principles of Retailing	(3)
MKT	383	Consumer Behavior	(3)
MKT	463	International Marketing	(3)
MKT	498	Marketing Policies and	
		Strategies	(3)
			Total 15

#### Restaurant & Hotel

#### **Management Specialization**

_		8		
	RHM	220	Introduction to Restaurant	
			and Hotel Management	(3)
	RHM	222	Food Fundamentals	(3)
	RHM	320	Purchasing	(3)
	RHM	330	Food Production	
			Management	(3)
	RHM	425	Restaurant and Hotel	
			Management Internship	(3)
	RHM	498	Seminar in Restaurant and	

Hotel Management (3)
Total 18

Additional recommended electives include: MGT 331 Management of Human Resources; MGT 412 Organizational Behavior and Development; MKT 383 Consumer Behavior.

## Technology Management Specialization

The Technology Management program is designed for students who plan careers in the technological fields of industry and the military services. A prerequisite for admission is an associate of science or an associate of applied science degree, or an associate of arts degree with a 30 semester hour technical component, or 21 semester hours of approved technical course credit (not including credit for military service).

Techn	ology	Component	(	(21)
MGT	331	Management of Human		
		Resources		(3)
MGT	412	Organizational Behavior and		
		Development		(3)
MGT	498	Organization Theory		(3)
			Total	30

<sup>\*</sup> May be applied to Basic Studies.

Semester

## Specific Career Objective Specialization

A specifically tailored program by academic advisors and approved by the Chair of the Division of Business Administration to meet the unusual career objectives of individuals who cannot meet their objectives by any of the other options. For example: A student may require a specially designed program in finance to enter a particular field of banking. This approval must be confirmed in writing prior to the beginning of the student's last 45 hours at Saint Leo College.

#### Health Care Administration

A 42-hour major in health care administration is designed for students who plan careers in this field. Students accepted in this major must have a R.N. certificate, an associate degree in a health care program, or substantial experience in the health care field.

health care field.					
		Sen	nester		
Program	n Cor	nponents 1	Hours		
Basic S	tudie	s I	30		
Basic S	tudie	s II	15		
		ledical Ethics is required for			
		or PHI/REL course)			
		rements	42		
		Principles of Accounting I	(3)		
		Principles of Macroeconomics	(3)		
FIN		Financial Principles in	(0)		
		Health Care	(3)		
GBA	333	Business and Health Law	(3)		
GBA	325	Business Statistics	(3)		
HCA	302	Health Care Organization	(3)		
HCA		ū	(3)		
HCA	425		(3)		
HCA	499	•	(-)		
		Planning and Policy	(3)		
MGT	302	Management Principles in	(-)		
		Health Care	(3)		
MGT	331	Management of Human	(-)		
		Resources	(3)		
MGT	412	Organizational Behavior &	` '		
		Development	(3)		
MGT	421	Management Information	. ,		
		Systems	(3)		
MKT	301	Principles of Marketing	(3)		
Recon	nmen	ded Electives: COM 130 Microcom	puter		
Applic	cation	s, HCA 306 Health Care Econo	mics,		
MGT	MGT 498 Organization Theory, POL 325 Public				

Administration, PSY 319 Human Behavior in Stress

and Cris	is, REL 424*	Death and the Meaning of
Life.		
Electives		33
		Total Credits 120

<sup>\*</sup> May be applied to Basic Studies

## Human Resources Administration

The human resources administration major is designed for those who wish to pursue a career in personnel management or related human services careers.

urs			
Basic Studies I			
15			
48			
(3)			
(3)			
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- \* May be applied to Basic Studies I or Basic Studies II
- \*\* May be applied to Basic Studies II

#### Sports Management

(see Physical Education)

#### Minors

The Division of Business Administration offers minors to students with majors in areas other than business administration. Business administration majors may also minor in areas that are not in their specialization area.

#### Accounting

ACC	201	Principles of Accounting I		(3)
ACC	202	Principles of Accounting II		(3)
ACC	301	Intermediate Accounting I		(3)
ACC	302	Intermediate Accounting II		(3)
Plus a	ny oth	er upper-division accounting		
course	:			(3)
			Total	15

#### **Computer Information Systems**

Computer language course				(3)
COM	310	Software and Hardware		
		Concepts (Prerequisite may		
		require an additional course)		(3)
COM	320	System Analysis and Design		(3)
COM	410	Data Base Concepts		(3)
COM	421	Management Information		
		Systems		(3)
			Total	15

#### **Economics**

ECO	201	Principles of Macroeconomics	(3)
ECO	202	Principles of Microeconomics	(3)
Plus th	iree u	pper-division economics	
course	s		(9)
		Total	15

#### Management

MGT 301 Principles of Managemen	t (3)
Plus four upper-division management	
courses	(12)
	Total 15

#### Marketing

MKT 301 Principles of Marketing	(3)
Plus four upper-division marketing	
courses	(12)
	Total 15

## Division of Education

E. Marilyn Schaeffer, Chair

#### **Faculty**

Lucille Fuchs, Elementary Education
M. Kathleen Heikkila, Special Education
Calista Koval, Elementary Education
E. Marilyn Schaeffer, Special Education
Carolyn Schoultz, Elementary Education

#### **Majors**

Elementary Education
Elementary Education/Early Childhood
Mental Retardation

The Division of Education offers courses and programs for the preparation of teachers. A number of teacher certification programs at Saint Leo College have been approved by the state of Florida, which means that the state will, upon application, grant certification to a person who graduates from one of the programs. These programs include Art/Elementary to Secondary Education, Elementary Education, Elementary Education, Elementary Education, History/Secondary Education, Mental Retardation, Physical Education, Political Science/ Secondary Education.

The goal of the Teacher Education program is to train students to be competent members of the education profession and to prepare them for graduate school. While the Division is ready to help its students do their very best, it should be noted that the standards for performance are high. Students who do not demonstrate adequate growth in professional skills or in personal commitment to teaching will be counseled out of teacher education.

Under the direction of the chair, the Division of Education has three functions:

- 1. It directs and authorizes the development, implementation and evaluation of the Teacher Education Program.
- It cooperates with local schools in providing mutually beneficial classroom experiences for education students.
- It offers its services for advancing education throughout the College and the larger community.

#### The Teaching Certificate

To be hired to teach, candidates must be certified by the state in which they hope to be employed. Each state has its own certification requirements, but an interstate agreement on qualifications for teachers has been arranged by some states. Each state which is party to the agreement will recognize graduates from programs of other member states. The following states and the District of Columbia are members of the interstate agreement:

New Hampshire Alabama Alaska New Jersey California New York Connecticut North Carolina Delaware Ohio Florida Oklahoma Hawaii Pennsylvania Idaho Rhode Island Indiana South Dakota Kentucky Utah Maine Vermont Virginia Maryland Massachusetts Washington West Virginia Michigan Nebraska Wisconsin

To benefit from the interstate agreement a student must graduate from a state-approved teacher education program. The Florida-approved Teacher Education Program at Saint Leo College includes:

Art/Secondary Education (K-12)

Elementary Education (1-6)

Elementary Education/Early Childhood

(K-6)

English/Secondary Education (6-12) History/Secondary Education (6-12)

Mental Retardation (K-12)

Physical Education/Teaching Track (6-12)
Political Science/Secondary Education
(6-12)

## Entering a Teacher Education Program\*\*

There are two steps a student must take to be admitted to training. The first step is to declare a major in one of the teacher certification disciplines listed above. This may be done when applying for admission to the College or at any time during the first or second year in residence.

The second step involves meeting the special requirements for being officially accepted into the Teacher Education Program.

The requirements are as follows:

- Completion of an application form for admission to the Teacher Education Program. Application should be made at the beginning of the sophomore year. (Forms are available at the Division office.)
- Completion of the following courses with a minimum grade of "C" in each course: EDU 180 Practicum I: Basic Principles of Teaching, EDU 221 Human Growth and Development.
- 3. Achievement of a minimum cumulative SAT score of 840 (with an English score of 420 and a math score of 420) or a minimum composite ACT score of 20 (with a 20 in English and a 20 in math). These scores are subject to change if state regulations change. This requirement must be satisfied during the first semester that the student declares a major in education either by taking the ACT test on campus or by providing an official copy of a score earned in an off-campus test session. If this requirement is not satisfied during the first semester, the student may not take education courses until it has been satisfied. The Division of Education has several mechanisms in place to help a student improve a low score.
- 4. Recommendation for admission by the appropriate faculty and division chair.

If students fail to meet number three above during the first semester and the other require-

ments above by the time they are sophomores (or have spent one semester as a transfer student), two things will happen:

- 1. The Division will attempt to find special help or remediation for the student.
- The student will not be allowed to enroll in other education courses until the requirements have been met. This action is taken so that students may concentrate on material they need to improve their skills so that they can meet the requirements.

If students cannot meet the requirements to enter the Teacher Education Program after several attempts, they are usually requested to consider changing their major to a discipline not related to teaching.

\*These requirements also apply to Art/Elementary to Secondary Education, English/Secondary Education, History/Secondary Education, Physical Education/Teaching Track and Political Science/Secondary Education and to any student in a program which leads to certification to teach in Florida.

#### Student Teaching (EDU 480)\*\*

A student who wishes to be certified to teach must spend one complete semester as a student teacher. Student teaching is normally done during the last semester of study. Student teaching is a full-time activity and is taken only during a regular fall or spring semester. Special requirements, which must be met before a student is allowed to student teach, are as follows:

- Admission to the Teacher Education Program or a C or better in 18 hours of education program coursework which must include satisfactory completion of EDU 180 and EDU 280.
- A cumulative grade point average of at least 2.50 and a minimum of "C" in each education course taken.
- 3. Successful completion of the education course sequence.
- 4. A grade of "C" or better in EDU 280.
- Taking the Florida Teacher Certification Examination (FTCE). Passing the FTCE is a graduation requirement for all education majors.
- Passing the CLAST (College Level Academic Skills Test) which is a part of the FTCE.

- Completion of application for student teaching by February 15 or October 15 of the semester preceding student teaching.
- 8. Approval of the chair of the Division of Education or the chair's designee.

A special fee is charged prior to student teaching to help defray costs of the student teaching program.

\*These requirements also apply to Art/Elementary to Secondary Education, English/Secondary Education, History/Secondary Education, Physical Education/Teaching Track, and Political Science/Secondary Education and to any student in a program which leads to certification to teach in Florida.

#### Retention Policy\*\*

From admission through completion of all teacher education requirements, the progress of each student is monitored closely through the use of "Florida's Essential Generic Teacher Competencies" and their sub-skills (contact the Education Division for the complete listing). The competencies and skills are identified with experiences and courses in which they can be developed and demonstrated. Faculty in the Division of Education and associated divisions continuously monitor and verify student achievement. Rate of growth is periodically assessed. Students judged to be progressing at a rate leading to probable success are retained in the Teacher Education Program. Others are counseled out.

To complete the state-approved Teacher Education Program, a student must complete all required education courses with a grade of "C" or higher and satisfy all program requirements.

\*\*These requirements also apply to Art/Elementary to Secondary Education, English/Secondary Education, History/Secondary Education, Physical Education/Teaching Track, and Political Science/Secondary Education and to any student in a program which leads to certification to teach in Florida.

#### **Elementary Education**

The program in elementary education is designed for students who plan to teach in the elementary grades (1-6).

		Semes	ster		
Program Components Hours					
Basic S	Basic Studies I				
Basic S	tudie:	s IIuurement in Basic Studies I and II	15		
Major R	Reaui	rements	58		
EDU	180	Practicum I: Basic Principles	(2)		
EDII	221	of Teaching	(3)		
EDU		Human Growth and Development*	(3)		
EDU	222	· · · · · ·	(a)		
nn	•••	and Society	(3)		
EDU	280		(0)		
		Instructional Process)	(3)		
EDU	304	The Exceptional Child	(3)		
EDU	330	Mathematics in the Elementary			
		School	(3)		
EDU	331	Humanities in the Elementary			
		School	(3)		
EDU	332	Language Arts in the Elementary			
		School	(3)		
EDU	334	Introduction to Teaching Reading			
		in the Elementary School	(3)		
EDU	335	Diagnosis and Remediation of	\- <i>/</i>		
		Reading Problems in the			
		Elementary School	(3)		
EDU	338	Science in the Elementary	(3)		
LDO	550	School School	(3)		
EDU	339	Social Studies in the Elementary	(3)		
LDU	333	School	(3)		
EDII	407				
EDU	427	Measurement and Evaluation	(3)		
EDU	425	Educational Management and Organization	(3)		
EDU	428	Critical Issues in Curriculum and	` ′		
		Philosophy	(3)		
EDU	480		(12)		
EDU	481	Student Teaching Seminar	(1)		
DDO	101	Statem reaching Seminar	(*)		
•		cation Requirements	. 4		
Elective	es		17		
		Total Credits	124		

\* May be applied to Basic Studies II Social Science

# Elementary Education/Early Childhood

Students who major in Elementary Education/Early Childhood satisfy all of the Elementary Education requirements and EDU 315 Theory and Research in Early Childhood and EDU 316 Curriculum and Methods for Early Childhood. Requirements for this program are

subject to change if state teacher requirements are changed.

#### Mental Retardation

This unique program combines the state-approved program in mental retardation with the course-by-course certification requirements for elementary education. The graduates of the mental retardation program are trained to teach mentally handicapped individuals of any age or ability level. Florida state minimum certification requirements for elementary education (grades 1-6) by transcript review are included in the schedule of courses. The beginning teacher's competitive position in the employment market is thereby substantially improved. While it is possible to complete the program in eight semesters, students often find that an extra semester or summer session is necessary to complete all the requirements of this dual program

plete all the requirements of this dual program.				
Semester				
Program Components Hours				
Basic S	tudie	s I	30	
		s II		
Specif	fic rec	quirement in Basic Studies I and I	I is	
MAT		fancinent in Sasie Stadies I and I		
			72	
EDU		rements	73	
EDU	100	Teaching	(2)	
EDU	280	Practicum II: Introduction to the	(3)	
EDU	200	Instructional Process	(2)	
EDU	221	Human Growth and	(3)	
EDU	221		(2)	
EDU	222	Developement*	(3)	
EDU	222	Contemporary Concerns in School	(2)	
EDII	304	and Society	(3)	
EDU			(3)	
EDU	325	Introduction to Speech Disorders	(3)	
EDU	330	Mathematics in the Elementary	(2)	
2221		School	(3)	
EDU	331	Humanities in the Elementary	(2)	
mpri	222	School	(3)	
EDU	332	Language Arts in the Elementary	(2)	
		School	(3)	
EDU	334	Introduction to Teaching Reading		
		in the Elementary School	(3)	
EDU	335	Diagnosis and Remediation of		
		Reading Problems in the		
		Elementary School	(3)	
EDU	338	Science in the Elementary		
		School	(3)	
EDU	339	Social Studies in the Elementary		
		School	(3)	
EDU	405	Foundations in Mental Retardation	(3)	
EDU	406	Curriculum and Methods for the		
EDU	400	Educable Mentally Retarded	(3)	
		Educable Mentany Relaided	(3)	

EDU	407	Curriculum and Methods for the			
		Trainable Mentally Retarded	(3)		
EDU	408	Educating the Mentally Retarded			
		for Modern Society	(3)		
EDU	425	Educational Management			
		and Organization	(3)		
EDU	427	Measurement and Evaluation	(3)		
EDU	428	Critical Issues in Curriculum and			
		Philosophy	(3)		
EDU	480	Student Teaching	(12)		
EDU	481	Student Teaching Seminar	(1)		
Physical Education Requirements 4					
Elective	Electives				
		Total Credits	124		

\*May be applied to Basic Studies II Social Science.

#### Art/Elementary to Secondary Education

Students who wish to teach art in the elementary, middle, or secondary schools should refer to the Humanities section for a full description of program requirements. All requirements listed in this section for entering a teacher education program, student teaching, and retention are also required.

#### Physical Education/ Teaching Track

Students who wish to teach physical education in the secondary schools should refer to the Physical Education section for a full description of program requirements for the Physical Education/Teaching Track major. All requirements listed in this section for entering a teacher education program, student teaching, and retention are also required.

#### Secondary Teaching in English, History, and Political Science

Students who wish to teach in the following fields should see the referenced sections for full program requirements.

English/Secondary Education: see Humanities section

History/Secondary Education: see Social

Science section
Political Science/Secondary Education:
see Social Science section

All requirements listed in this section for entering a teacher education program, student teaching, and retention are also required.

#### Certification by Transcript Approval

Saint Leo College course offerings make it possible for a student to receive Florida Department of Education teacher certification in several disciplines. A passing score on the CLAST must be earned prior to admission to education classes. See requirements outlined throughout this section.

Eligibility for certification in those disciplines is determined by the Florida Department of Education on the basis of a course-by-course review of the student's transcript. Since this process of certification is not a part of the interstate certification agreement, some differences in state requirements may exist for certification in states other than Florida. Students who seek certification through course-by-course analysis are subject to any changes in certification requirements.

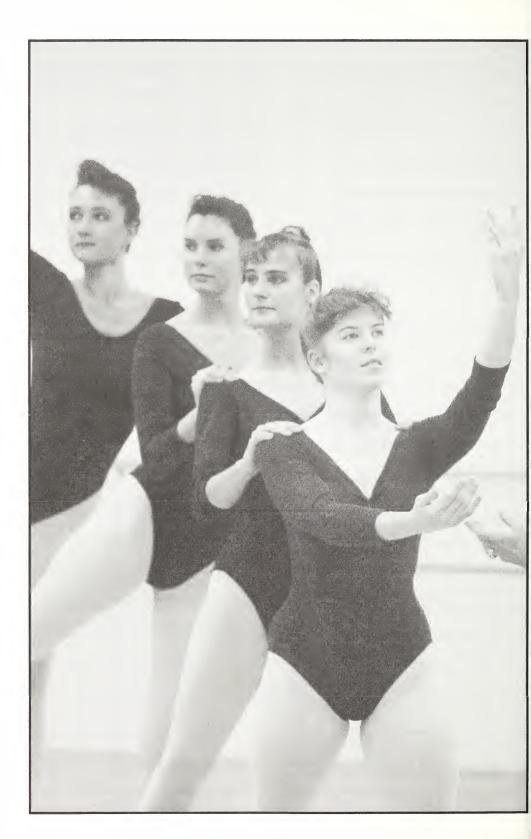
# Florida Laws Concerning Education Programs and Teacher Certification

Florida law requires candidates for certification to pass the Florida Teacher Certification Examination (FTCE). To facilitate passing this examination and to ensure certification, all students in the Teacher Education Program must pass the examination before completing their program at Saint Leo College. The CLAST, which is used as one part of the FTCE, is administered at Saint Leo College and must be taken when a student has earned 60 hours. The Professional Education and the Subject Area Subtests are administered by the state on specific testing dates. The fee is to be paid by the student.

Florida law also requires that a candidate for regular certification complete the Professional

Orientation Program during the first year of teaching. The specific components of this requirement may be determined by contacting the Division of Education.

The Teacher Education Program of Saint Leo College is subject to the requirements and review of various accrediting and certifying agencies. When these agencies dictate changes in rules or procedures, such requirements supersede the statements in this catalog.



## Division of Humanities

Robert Imperato, Chair

#### **Faculty**

Leland Tyson Anderson, Philosophy and Religious Studies

Jacalyn E. Bryan, Dance

Dirk R. Budd, English

Daniel J. Delisi, Music

Mark Edmonds, Learning Assistance Services

James Erpenbeck, Philosophy

C. David Frankel, Theatre

Joseph D. Geiger, Art

Dennis K. Henry, Theatre

Lois M. Henry, Dance

John E. Higgins, Music

Robert Imperato, Religious Studies

John E. MacCormack, Music (Tidewater Center, VA)

Mark Newton, English

George I. Paulson, Religious Studies (Tidewater Center, VA)

Ralph S. Pendexter Jr., English and Foreign Languages

Walter P. Poznar, Humanities

Maura Snyder, English

Ernie Williams, Philosophy

James E. Woodard Jr., English

#### Majors

Art

Art/Elementary to Secondary Education

Dance

English

English/Secondary Education

Literature

Writing

Music

Religious Studies

Theatre

#### Minors

Dance

English

Music

Philosophy

Religious Studies

Spanish Theatre

#### **Professional Associations**

The Division of Humanities or its faculty are associated with the following:

American Academy of Religion

American Association of Applied

Linguistics

American Association of Teachers of

French

American Association of Teachers of

German

American Association of Teachers of

Spanish

American Association of Teachers of

Portugese

American Choral Directors Association

American Choral Foundation

American College Dance Festival Association American Film Institute American Philosophical Association American Teilhard Association for the Future of Man Association for Theatre in Higher Education Association of Departments of English Association of Jewish Chaplains of the Armed Forces College Theology Society Danforth Association Delta Epsilon Sigma National Scholastic Honor Society Educators (Jewish) Council of America Florida Alliance for Arts Education Florida Association of Departments of English Florida Association of Theatre Educators Florida Dance Association Florida Folklore Society Florida State Fiddlers Association Florida Theatre Conference Friends of Florida Folk Israel Archaeological Seminar Institute Modern Language Association Music Educators National Conference National Association of Schools of Dance National Council of Teachers of English National Dance Association Rabbinical Assembly of the Jewish Theological Seminary of America Sigma Tau Delta International English Honor Society Society for Buddhist-Christian Studies Southeastern Theatre Conference Southern Graphics Council United States Institute of Theatre Technology World Print Council

The humanities explore the enduring intellectual, aesthetic and ethical values of our cultural heritage. Through its courses and its vigorous supporting program of performances and exhibits, the Division offers students a knowledge of our literary and artistic tradition and helps them develop a sense of language and a critical perception of divergent ideas. On their own, students engage in creative expression in the art forms of their choice. These experiences are

intended to guide students toward a sense of self and to prepare them for a wide range of challenging careers.

The Division offers majors in art, dance, English, music, religious studies and theatre. Students who plan to teach the humanities in secondary school should complete the professional education courses prescribed by the Division of Education.

#### Art

The major in art is designed as preparation for graduate study, for employment in creative arts, and for teaching in elementary or secondary schools.

The policies and regulations concerning a major in art are outlined in detail in the Art Student's Handbook. Before graduation, art majors must present an exhibit demonstrating their ability to create in various media.

Drogram	n Cor	nponents	Semester Hours
_		•	
Basic S	tudie	s I	30
		s II RT 122.)	15
Founda	tion (	Courses	12
ART	121	Visual Fundamentals I *	(3)
ART	122	Visual Fundamentals II *	(3)
ART	221	Drawing **	(3)
ART	223	Beginning Painting **	(3)
Major I	Requi	rements	22-30
ÅRT	321	Studio I	(2-6)
ART	322	History of Art I	(3)
ART	323	History of Art II	(3)
ART	421	Studio II	(2-6)
HUM	499	Senior Seminar	(3)
Three	other	upper-division (300-400) art	
course	es		(9)
Physica	ıl Edı	ication Requirements	4
Elective	es .		33-47
		Total Ci	redits 124

- \* May be applied to Basic Studies I
- \*\* May be applied to Basic Studies II

## Art/Elementary to Secondary Education

The Division of Humanities offers a specialization in Art/Elementary to Secondary Education which is a teacher preparation program approved by the state of Florida Department of Education. Graduates from this program

will, upon application to the state, be eligible to teach in Florida and in 29 other states that recognize certification. See the Division of Education section on pages 47 for a list of important requirements for Art/Elementary to Secondary Education.

			Semester		
Progran	Program Components Hours				
Basic S	Basic Studies I				
Basic S	tudie	s II	15		
		RT 122.)			
Founda	tion (	Courses	6		
ART	121	Visual Fundamentals I *	(3)		
ART	122	Visual Fundamentals II *	(3)		
ART	221	Drawing ** Beginning Painting **	(3)		
ART	223	Beginning Painting **	(3)		
Major R	equi	rements	22-30		
ART	321	Studio I	(2-6)		
ART	322	History of Art I	(3)		
ART	323	History of Art II	(3)		
		Studio II	(2-6)		
HUM	499	Senior Seminar	(3)		
Three	other	upper-division (300-400) art			
course	S		(9)		
Professi	ional	Education Courses	40		
		Practicum I: Basic Principles			
		of Teaching	(3)		
EDU	221	Human Growth and			
		Development ***	(3)		
EDU	222	Contemporary Concerns in			
		School and Society	(3)		
EDU	280	Practicum II: Introduction to	the		
		Instructional Process	(3)		
ART	326	Art in the Elementary	(3)		
ART	327	Art in the Secondary	(3)		
EDU	425	Educational Management and	d		
		Organization	(3)		
EDU	427	Measurement and Evaluation	(3)		
EDU	428	Critical Issues In Curriculum			
		and Philosophy	(3)		
EDU	480	Student Teaching	(12)		
EDU	481	Student Teaching Seminar	(1)		
Physica	l Edı	cation Requirements	4		
,		Total Cr	edits 124		
* Ma	v he	applied to Rasic Studies I			

- \* May be applied to Basic Studies I

  \*\* May be applied to Basic Studies II
- \*\* May be applied to Basic Studies II

\*\*\* May be applied to Basic Studies II Social Science

#### Dance

The dance program is based upon the study of dance as an art form, within a liberal arts setting. The program places equal emphasis on technique, theory and performance to prepare dancers

who are experienced in the areas of teaching, performing, and choreography. An audition is not required for entrance into the program, but is strongly recommended. Entering dance majors are accepted on probation and evaluated on their progress at the end of the first year.

Dance majors are required to take a daily technique class in modern dance and/or ballet and may repeat a technique class in order to attain proficiency at that level. The dance faculty will determine when a student is ready to progress to the next level of technique. Dance majors are required to participate in the dance concert each semester in residence. DAN 112 Dance Performance (1-2 credit hours) must be taken for credit for a minimum of four semesters. Students may opt to participate in the remaining semesters for credit, audit, or no credit. Intermediate and advanced technique classes meet four hours per week.

	Semester		
Program Components Hours			
Basic Studies I	30		
Basic Studies II	15		
Major Requirements	59		
Dance Technique	(2 credit at the ap- ester. (In-		
Dance Theory	(23)		
DAN 237 Music for Dance	(2)		
DAN 321 Dance History: Ballet	(3)		
DAN 322 Dance History: Modern	(3)		
DAN 334 Kinesiology for Dancers	(3)		
DAN 421 Dance Composition I	(3)		
DAN 422 Dance Composition II	(3)		
One course from the following:	(3)		
DAN 323 Labanotation	(3)		
DAN 331 Dance Pedagogy	(3)		
DAN 333 Creative Movement for			
Children	(3)		
DAN 300- Special Topics	(3)		
400			
HUM 499 Senior Seminar	(3)		
Dance Performance	(4)		
General Electives	16		
Physical Education Requirements Total Cr.	4 edits 124		
Tomi Ci			

#### English

The study of English language and literature provides students with the basic communications skills necessary for successful completion of their college program. In composition students learn to read intelligently and to think and write effectively. In literature they study the uses of language as art.

The English major is designed as preparation for graduate study and for teaching. It also serves as excellent background for careers in advertising, publishing, public relations, free-lance writing and as preparation for the study of law and library science. Students may elect either (1) the literature track, designed primarily as preparation for graduate study; (2) the writing track, which emphasizes specialized writing applicable to the professions cited above; or (3) the teaching track, which leads to secondary school certification.

#### Literature

		Sem	ester	
Program Components Hours				
Basic Studies I				
Basic S	tudie	s II	. 15	
Founda	tion (	Courses	. 12	
ENG	221	Survey of English Literature I *	(3)	
ENG	222	Survey of English Literature II *	(3)	
ENG	223	Survey of American		
		Literature I *	(3)	
ENG	224	Survey of American		
		Literature II *	(3)	
Major F	Reaui	rements	. 27	
ENG				
ENG	433	Modern British and American		
		Writers	(3)	
ENG	323	History and Structure of the		
		English Language	(3)	
ENG	338	Modern American Drama or		
ENG	339	Modern British and European		
		Drama	(3)	
ENG	328	Biography and Autobiography or		
ENG	435	Literary Criticism	(3)	
ENG	422	Shakespeare	(3)	
ENG	427	Restoration and Eighteenth		
		Century English Literature or		
ENG	431	Nineteenth Century English		
		Literature or		
ENG	436	Chaucer and Milton	(3)	
HUM	499	Senior Seminar	(3)	
Two o	ther u	pper-level English courses	(6)	
Physica	Physical Education Requirements 4			

Electives		,
	Total Credits 124	

\* May be applied to Basic Studies I or Basic Studies
II

#### **Secondary Education**

The Division of Humanities offers a specialization in English for Secondary Education which is a teacher preparation program approved by the state of Florida Department of Education. Graduates from this program will, upon application to the state, be elligible to teach in Florida and in 29 other states that recognize certification. See the Division of Education section for a list of important requirements for English for Secondary Education.

Semester

Prograi	m Cor	nponents	Hours
Basic S	tudie	s I	30
Basic S	tudie	s II	15
Founda	ition (	Courses	12
ENG	221	Survey of English Literature I *	(3)
ENG		,	(3)
ENG	223		
		Literature I *	(3)
ENG	224	Survey of American	
		Literature II *	(3)
		rements	24
ENG	201	Expository Writing	(3)
ENG	323		
		the English Language	(3)
ENG		*	(3)
ENG	433		(0)
ENG	400	Writers	(3)
ENG	499		(3)
SPH		Fundamentals of Speech	(3)
1 wo (	ouier t	(One in creative writing)	(6)
Profess	ional	Education Courses	40
EDU	180	Practicum I: Basic Principles of	
		Teaching	(3)
EDU	221	Human Growth and	
		Development **	(3)
EDU	222	Contemporary Concerns in	
		School and Society	(3)
EDU	280	Practicum II: Introduction to the	
		Instructional Process	(3)
EDU	333	Adolescent Literature	(3)
EDU	425	Educational Management and	(2)
EDII	407	Organization	(3)
EDU EDU	427 428	Measurement and Evaluation Critical Issues In	(3)
EDU	428		(2)
EDU	439	Curriculum and Philosophy Special Methods of Teaching	(3)
500	437	Secondary English	(3)
EDU	480	Student Teaching	(12)
LDU	700	Stadent reaching	(12)

TRY 401 Oc. 1 (T. 11) Oc. 1 (1)	MIIC 222 Maria History H** (2)
EDU 481 Student Teaching Seminar (1)	MUS 322 Music History II** (3)
Physical Education Requirements	Major Requirements
* May be applied to Basic Studies I or Basic	(One required each semester)
Studies II	MUS 221 Music Theory III (3)
** May be applied to Basic Studies II in Social	MUS 222 Music Theory IV (3)
Science	MUS 328 Chamber Music (2)
	MUS 111, 113, 114, 116, 118 Ensemble (8)
Writing	(One required each semester)
	MUS 323 Conducting I (2)
Program Components Semester Hours	MUS 324 Conducting II (2)
	30 minute Junior Recital (0)
Basic Studies I	60 minute Senior Recital (0)
Basic Studies II	HUM 499 Senior Seminar (3)
Foundation Courses	Physical Education Requirements 4
ENG 221 Survey of English Literature I * (3)	Electives
ENG 222 Survey of English Literature II * (3)	Total Credits 124
ENG 223 Survey of American Literature I * (3)	* May be applied to Basic Studies I or II  ** May be applied to Basic Studies II
Literature I * (3) ENG 224 Survey of American	May be applied to basic studies it
Literature II * (3)	N. 1 1731 4 4 G 1
	Music/Elementary to Secondary
Major Requirements	Education
English Language (3)	Semester
HUM 499 Senior Seminar (3) Four courses from the following: (12)	Program Components Hours
Four courses from the following: (12) ENG 201 Expository Writing	Basic Studies I
ENG 227 Basic Journalistic Writing	Basic Studies II
ENG 324 Reviewing and Critical Writing	Foundation Courses
ENG 326 Playwriting	MUS 121 Music Theory I* (3)
ENG 328 Biography and Autobiography	MUS 122 Music Theory II** (3)
ENG 334 Writing the Short Story	MUS 321 Music History I** (3)
ENG 335 Verse Writing .	MUS 322 Music History II** (3)
ENG 430 Independent Writing	Major Requirements
Three other upper-level English courses (9)	MUS 111, 113, 114, 116, 118 Ensemble (8)
Physical Education Requirements 4	(One required each semester)
Electives	MUS 120, 220, 320, 420 Private Instruction (8) (One required each semester)
Total Credits 124	MUS 221 Music Theory III (3)
* May be applied to Basic Studies I or Basic	MUS 222 Music Theory IV (3)
Studies II	MUS 323 Conducting I (2)
	MUS 324 Conducting II (2)
Music	MUS 325 Music in the Elementary School (3)
	MUS 326 Music in the Secondary School (3)
A major in music is designed as preparation	MUS 327 s,w,b,p,v Class strings, wood- (5)
for a career which includes performance, for	winds, brass, percussion, voice
graduate study, for related employment in the	(one semester each)
music industry and for teaching in elementary or	MUS 102 Class Piano (0/1)
secondary schools.	HUM 499 Senior Seminar (3)
Semester	Education Requirements
Program Components Hours	The Music major must fulfill the Florida Department of Education requirements for teacher certification
Basic Studies I	(K-12). See Transcript Approval, p. 48.
Basic Studies II	
Foundation Courses	Courses Required in Education
MUS 121 Music Theory I* (3)	EDU 180 Practicum I: Basic Principles of
MUS 122 Music Theory II** (3)	Teaching (3)
MUS 321 Music History I** (3)	

EDU	221	Human Growth and	
		Development***	(3)
EDU	222	Contemporary Concerns in	
		School and Society	(3)
EDU	280	Practicum II: Introduction to the	
		Instructional Process	(3)
EDU	425	Educational Management and	
		Organization	(3)
EDU	427	Measurement and Evaluation	(3)
EDU	428	Critical Issues In Curriculum	
		and Philosophy	(3)
EDU		Student Teaching	(12)
EDU	481	Student Teaching Seminar	(1)
Physica	al Edu	cation Requirements	4
			d 135
		applied to Basic Studies I or II	
	•	applied to Basic Studies II	
171	•	applied to Basic Studies II in Socia	ıl
So	cience		
Reli	gio	ous Studies	
The	maio	or in religious studies require	s 30
		intended as preparation for grad	
		gion and ministry and for pers	
enrichn		Students majoring in relig	
		uld consider a second majo	
another	rtield	l, such as English or social stud	
70	~		nester
_			Hours
Basic S	tudie	s I	30
Basic S	tudie	s II	15
		rements	
REL			
		Testament	(3)
REL	125	Introduction to the New	` '
		Testament	(3)
		(may be replaced with REL 325	
		with approval of division chair)	
REL	320	Foundations of Christian Faith	(3)
REL	333	Survey of Christian Theology I	(3)
REL	334	Survey of Christian Theology II	(3)
_	.1	C 4 C 11 '	/0:

One other course from the following:

REL 220 Christian Morality REL 345 Christian Social Ethics

PHI 328 Business Ethics

Four other courses in Religious Studies

PHI 345 Contemporary Moral Issues

(A minimum of 30 semester hours must be in

Physical Education Requirements ...... 4

PHI 224 Ethics PHI 324 Medical Ethics

Religious Studies.)

#### Theatre

The theatre major is designed as preparation for graduate study, for employment as a teacher or theatre practitioner, or as the core of a liberal arts education. The curriculum provides a strong foundation in the history, literature, skills and techniques of theatre.

Because work on productions is a co-curricular activity and an integral feature of the study of theatre, students majoring in theatre must register for College Theatre (THE 110) each semester in residence.

Program Components	Semester Hours
Basic Studies I	30
Basic Studies II	15
Major Requirements	45
THE 123 Stagecraft	(3)
THE 221 Script Analysis	(3)
THE 223 Acting I	(3)
THE 227 Survey of Drama I**	(3)
THE 228 Survey of Drama II**	(3)
THE 327 History of Theatre I	(3)
THE 328 History of Theatre II	(3)
ENG 422 Shakespeare	(3)
Two courses selected from the following	: (6)
THE 321 Directing I	
THE 326 Playwriting	
THE 331 Scene Design	
THE 332 Lighting Design	
One course selected from the following:	(3)
THE 338 Modern American Dram	18.
THE 339 Modern British & Europ	ean
Drama	
HUM 499 Senior Seminar	(3)
Three upper-division (300-400 level) cou	ırses
in Theatre	(9)
Physical Education Requirements	4
Electives	30
	redits 124
** May be applied to Basic Studies II	

#### Spanish

(3)

. . . . . . . . . 45

Total Credits 124

No major in Spanish is offered. If there is enough demand, sufficient credits can be accumulated to allow secondary teacher certification in Spanish provided that the candidate has otherwise qualified for secondary teacher certification in English, history, or political science. Alternatively, the major in secondary education may lead to secondary teacher certification in

Spanish. Nine hours beyond the minor of 15 hours are required.

#### **Minors**

#### **Dance**

Two credits from the following:				
DAN	112	Dance Performance	(1-2)	
Six cred	lits s	elected from the following:	6	
DAN	125	Introduction to Modern		
		Dance I	(2-3)	
DAN	126	Introduction to Modern		
		Dance II	(2-3)	
DAN	127	Introduction to Ballet I	(2-3)	
DAN	128	Introduction to Ballet II	(2-3)	
Six cred	Six credits from the following:			
		Intermediate Modern Dance I	(2)	
DAN	226	Intermediate Modern Dance II	(2)	
DAN	227	Intermediate Ballet I	(2)	
DAN	228	Intermediate Ballet II	(2)	
Six cred	lits fi	rom the following:	(6)	
		Dance History: Ballet or	(3)	
DAN	322	Dance History: Modern Dance	(3)	
DAN	421	Dance Composition I	(3)	
		Total	al 20	

#### **English**

ENG	221	Survey of English Literature I	(3)
<b>ENG</b>	222	Survey of English Literature II	(3)
ENG	223	Survey of American Literature I	(3)
<b>ENG</b>	224	Survey of American Literature II	(3)
Electiv	es: T	hree upper-level English courses	(9)
		Total	21

#### Music

MUS	114	Chorale and/or	
MUS	118	Stage Band	(2)
MUS	120-	Private Instruction	(4)
	420		
MUS	121	Music Theory I	(3)
MUS	122	Music Theory II	(3)
MUS	123	Introduction to Music	(3)
MUS	321	Music History I	(3)
MUS	322	Music History II	(3)
			Total 21

#### Philosophy

The minor in philosophy requires 18 hours, nine of which must be in upper-division courses. The minor, in addition to providing personal enrichment, is especially useful for students considering graduate studies in religion and ministry. The minor is also relevant for students

majoring in political science and pre-law.

#### **Religious Studies**

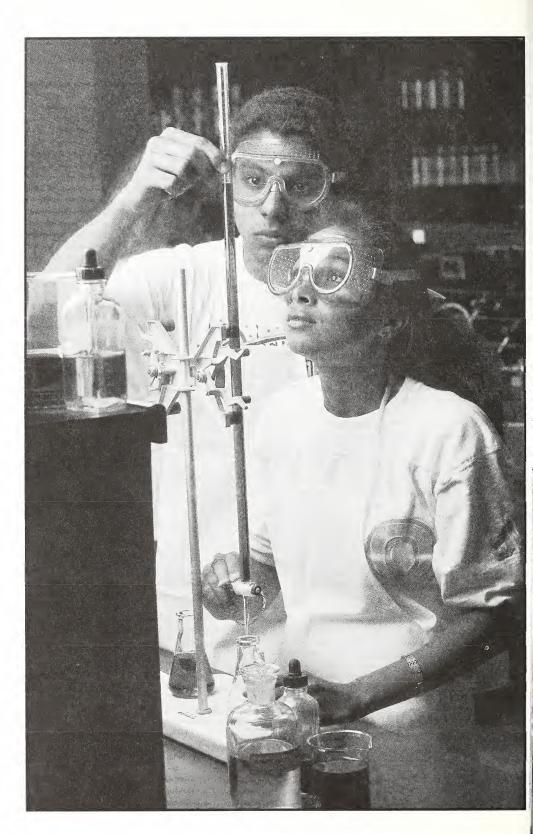
The minor in religious studies requires 18 hours in religious studies, nine of which must be in upper-division courses. The minor is useful for students with a religious interest who plan to teach at the secondary level in either public or private schools.

#### Spanish

-			(0)
SPA	311	Spanish, Level 3-A	(3)
Electi	ves: A	any four other Spanish courses	(12)
			Total 15

#### **Theatre**

THE	121	Introduction to Theatre and		
		Drama		(3)
THE	123	Stagecraft		(3)
THE	227	Survey of Drama I		(3)
THE	228	Survey of Drama II		(3)
ENG	422	Shakespeare		(3)
Electi	ves: T	wo other courses in Theatre		(6)
			Total	21



## Division of Natural Science and Mathematics

George M. Dooris, Acting Chair

#### **Faculty**

Setty R. Adisesh, Chemistry, Physics
George M. Dooris, Biology
Rev. Damian DuQuesnay, O.S.B., Biology
F. Carl Miller, Mathematics
Robin F. van Tine, Biology (Tidewater Center, Virginia)
Jeanne Wright, Mathematics

#### **Majors**

Biology
Biology/Secondary Education
Mathematics for Secondary Education
Medical Technology

#### **Minors**

Biology Chemistry Mathematics

#### **Professional Associations**

The Division of Natural Science and Mathematics or its faculty are associated with the following:

American Chemical Society
American Society of Parasitologists
Florida Academy of Sciences
Mathematical Association of America
National Association of Advisors for the
Health Professions
Society of Sigma Xi

The Division of Natural Science and Mathematics deals with the nature of the universe and the methods employed to discover the laws underlying observed phenomena. Fundamental courses in the basic sciences and mathematics are provided for the liberal education of all the students. In addition, the division prepares students for entry into careers with majors in the fields of biology, biology/secondary education, mathematics for secondary education, and medical technology.

Minors are offered in biology, chemistry and mathematics.

#### **Preprofessional Program**

Students intending to pursue careers in medicine, dentistry and veterinary science are encouraged to obtain the bachelor's degree with a major in biology and a minor in chemistry. Students with an interest in optometry, pharmacy, or other preprofessional medical programs should consult the division chair.

#### **Biology**

A major in biology is designed as preparation for graduate study, for professional schools of medicine, dentistry, veterinary science, other health-related professions, and for employment as a biologist in government or industry.

Semester					
Program	Program Components Hours				
Basic S (Inclu	tudie de BI	s I O 125, MAT 161)	31		
		s II	16		
Founda	tion (	Courses	24		
CHE	123	General Chemistry I	(4)		
CHE	124	General Chemistry II	(4)		
CHE	311	Organic Chemistry I	(4)		
CHE	312	Organic Chemistry II	(4)		
PHY	221	General Physics I	(4)		
PHY	222	General Physics II	(4)		
Major Requirements					
BĬO		Invertebrate Zoology	(4)		
BIO	312	Vertebrate Zoology	(4)		
BIO	313	Botany	(4)		
BIO	321	Vertebrate Embryology	(4)		
BIO	324	Cell Physiology	(4)		
BIO	421	Genetics	(4)		
Two o	ther u	pper-division (300-400 level)			
course	courses in biology (8)				
Physic	Physical Education Requirements 4				
-	Electives				
(CHE 321 is strongly recommended.)					

Total Credits 124

#### **Biology/Secondary Education Specialization**

The Division of Natural Science and Mathematics offers a specialization in Biology/Secondary Education which is a teacher preparation program. Graduates from this program will, upon application to the state, be eligible to teach in Florida. See the Division of Education section for important requirements for Biology/Secondary Education.

	Semester
Program Components	Hours
Basic Studies I	31
Basic Studies II	16
Foundation Courses	24
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)

CHE	312	Organic Chemistry II	(4)		
PHY	221	General Physics I	(4)		
PHY	222	General Physics II	(4)		
Major F	Reaui	rements	32		
BIO	311		(4)		
BIO	312	Vertebrate Zoology	(4)		
BIO	313	Botany	(4)		
BIO	321	Vertebrate Embryology	(4)		
BIO	324	Cell Physiology	(4)		
BIO	421	Genetics	(4)		
Two	ther u	pper-division (300-400 level)			
course	s in b	iology	(8)		
Educati	on R	equirements	37		
EDU		Practicum I: Basic Principles			
		of Teaching	(3)		
EDU	221	Human Growth and	` '		
		Development *	(3)		
EDU	222	Contemporary Concerns in	, ,		
		School and Society	(3)		
EDU	280	Practicum II: Introduction to the			
		Instructional Process	(3)		
EDU	425	Educational Management and			
		Organization	(3)		
EDU	427	Measurement and Evaluation	(3)		
EDU	428	Critical Issues in			
		Curriculum and Philosophy	(3)		
EDU	439	Special Methods in Teaching			
		Secondary Biology	(3)		
EDU	480	Student Teaching	(12)		
EDU	481	Student Teaching Seminar	(1)		
Physica	ıl Edı	ication Requirements	4		
	Total Credits 141-144				

<sup>\*</sup> May be applied to Basic Studies II Social Science

#### Mathematics for Secondary Education

The Division of Science and Mathematics offers a major in Mathematics for Secondary Education which is a teacher preparation program. Graduates from this program will, upon approval by the state, be eligible to teach in Florida. See the Division of Education section for important requirements for Mathematics for Secondary Education majors.

	Semester
Program Components	Hours
Basic Studies I	30-31
Basic Studies II	15-16
Major Requirements	36
Geometry I	(4)

) ( A T	222	Colordor and Amelodia	
MAI	232	Calculus and Analytic	(4)
MAT	221	Geometry II	(4)
MAT		Probability and Statistics College Geometry	(3)
		Number Theory	(3)
MAT	331		(3)
		Linear Algebra Senior Seminar in Mathematics	(3)
MAT		n additional credits selected from the	(3)
			ie
		ectives:*	
IVLA	41 J	23 Calculus and Analytic Geometry III	(2)
M	AT 3	62 Modern Abstract Algebra	(3)
		11 Differential Equations	(3)
	AT 4		(3)
	AT 4	29 Advanced Directed Study	(3)
IVLA	11 4	and Research	(1)
*1	. AT 1	51 and MAT 161 count toward the	(1)
		31 and MAT 161 count toward the	
	jor		
		computer courses recommended)	3
		equirements	. 37
		atics for Secondary Education	
		fulfill the Florida Department of	
Education requirements for teacher recertifica-			
		See Transcript Approval, page 5	
EDU	180	Practicum I: Basic Principles	
		of Teaching	(3)
EDU	221	Human Growth and	,
		Development *	(3)
EDU	222	Contemporary Concerns in	` '
		School and Society	(3)
EDU	280	Practicum II: Introduction to the	` '
		Instructional Process	(3)
EDU	425	Educational Management	( )
		and Organization	(3)
EDU	427	Measurement and Evaluation	(3)
EDU	428	Critical Issues in	(- /
		Curriculum and Philosophy	(3)
EDU	439	Special Methods in Teaching	` '
		Secondary Math	(3)
EDU	480	Student Teaching	(12)
EDU	481	Student Teaching Seminar	(1)
		cation Requirements	4
•			
Elective	żs	Total Credits 125	. 1-3
		Total Credits 123	-14/
	m 1		

Medical Technology

#### (Bachelor of Science)

Students majoring in medical technology spend three academic years at Saint Leo College, with the fourth year being spent at an affiliated hospital. During the first three years the student must complete 98 semester hours. In the third year, the student should apply for admission to the clinical program at an affiliated hospital. The student is still registered at Saint Leo during this

period and will receive an additional 30 semester hours of credit.				
Seme	ctor			
	ours			
	ours			
Basic Studies I	. 31			
Basic Studies II	. 16			
,	20			
Foundation Courses				
•	(4)			
CHE 124 General Chemistry II	(4)			
CHE 311 Organic Chemistry I	(4)			
CHE 312 Organic Chemistry II	(4)			
CHE 321 Quantitative Chemical Analysis	(4)			
PHY 221 General Physics I	(4)			
PHY 222 General Physics II	(4)			
Major Requirements	. 19			
BIO 311 Invertebrate Zoology	(4)			
BIO 312 Vertebrate Zoology	(4)			
BIO 422 Immunology	(3)			
BIO 425 Microbiology	(4)			
One other upper-division (300-400 level) cours				
in biology	(4)			
	` '			
Physical Education Requirements 4				
Clinical Program				
The clinical program is taken during the senior	year			
at an affiliated hospital.				
MED 410 Microbiology	(6)			
MED 411 Parasitology	(2)			
MED 412 Urinalysis	(2)			
MED 413 Orientation	(1)			
MED 420 Hematology	(5)			
MED 421 Blood Banking	(3)			
MED 421 Brood Banking MED 422 Serology	(2)			
MED 430 Chemistry, Clinical				
· ·	(7)			
MED 433 Isotopes/Nuclear	(2)			
Total Credits	128			
Chamistan and Dlausies				
Chemistry and Physics				
No majors are presently offered in chemistry				

or physics. However, sufficient courses are available to satisfy the related course requirements of other programs.

#### **Minors**

#### **Biology**

7		<b>D</b>		
	BIO	125	Principles of Biology	(4)
	BIO	311	Invertebrate Zoology	(4)
	BIO	312	Vertebrate Zoology	(4)
	BIO	313	Botany	(4)
	Electiv	ve: O	ne other 300-400 level biology	
	course	;		(4)
			Total	20

#### Chemistry

CHE	123	General Chemistry I	(4)
CHE	124	General Chemistry II	(4)
CHE	311	Organic Chemistry I	(4)
CHE	312	Organic Chemistry II	(4)
CHE	321	Quantitative Chemical Analysis	(4)

Total

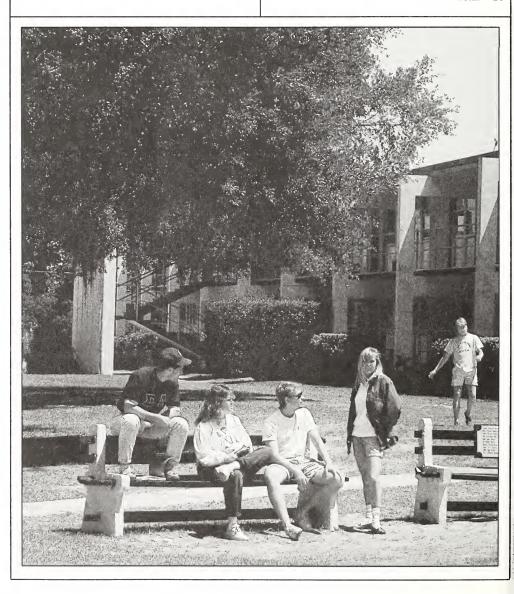
**Mathematics** 

Requirements for a minor in mathematics consist of 20 semester hours of credit in mathematics (excluding MAT 101 and MAT 121) to include:

MAT	231	Calculus and Analytic	
		Geometry I	(4)
MAT	232	Calculus and Analytic	
		Geometry II	(4)
MAT	331	Probability and Statistics	(3

Three other courses in mathematics, at least two of which are numbered 300 or above. (9)

Total 20



# Division of Physical Education

Norman D. Kaye, Chair

#### Faculty

Thomas J. Crosby, Sports Management, Teacher Education Leta E. Hicks, Teacher Education, Sports Management Norman D. Kaye, Teacher Education Thomas G. Phillips, Teacher Education, Sports Management Paula J. Smith, Teacher Education, Sports Management John H. Swart, Teacher Education, Sports Management

# **Majors**

Physical Education

#### Tracks

Teacher Education
Sports Management

#### **Professional Associations**

The Division of Physical Education or its faculty are associated with the following:

American Alliance of Health, Physical
Education, Recreation and Dance
Intercollegiate Soccer Association of
America
National Athletic Trainers Association

National Collegiate Athletic Association

Sunshine Sate Conference
National Intramural and Recreation
Association
United States Professional Tennis
Association
United States Tennis Association

The Division of Physical Education offers a broad major with two specialized tracks that prepare students for careers in teaching, sports management, recreation and other leisure programs. In addition, the required foundation courses, the core courses and other specific college courses required by the division provide a strong background for graduate study.

Because course offerings are the same for men and women, all students receive a comprehensive understanding of the physical education needs of males and females.

#### Physical Education In any course involving more than one subject (i.e., PED 323 Teaching Golf and Tennis or PED 307 Swimming-Golf) the student must pass each subject to pass the course. Semester Hours **Program Components** Basic Studies I ..... Specific requirement is BIO 121. Specific requirement is BIO 220. COM 130 Microcomputer Applications PED 115 Introduction to Recreation (3) PED 215 Practicum in Recreation and Leisure (3) PED 220 Motor Development (3) PED 224 CPR-Basic Life Support (1) PED 225 First Aid and Emergency Care (3) PED 228 Measurement and Evaluation in Physical Education: A Microcomputer Approach (3) SPH 221 Fundamentals of Speech (3) PED 320 Theory and Practice of Coaching (3) PED 350 Adaptive Physical Education (3) PED 420 Kinesiology (3) PED 425 Physiology of Exercise (3) PED 445 Organization and Administration of Recreation and Leisure Students are required to complete an additional seven major courses from the Division of Physical Education Curriculum.

# Sports Management Track

In any course involving more than one subject (i.e., PED 323 Teaching Golf and Tennis or PED 307 Swimming-Golf) the student must pass each subject to pass the course.

**Total Credits 124** 

Semester

	Deniester
Program Components	Hours
Basic Studies I	
Specific requirements are BIO 121, DAN	125, PSY
121, SOC 121.	
Basic Studies II	16

Specified requirement is BIO 220.				
Founda	Foundation Courses			
COM			(3)	
PED	114	Introduction to Sports	` '	
		Management	(3)	
PED	214	Practicum: Sports Management	(3)	
PED	220		(3)	
PED	224	CPR-Basic Life Support	(1)	
PED	225	First Aid and Emergency Care	(3)	
PED	228	Measurement and Evaluation	` '	
		in Physical Education:		
		A Microcomputer Approach	(3)	
SPH	221	Fundamentals of Speech	(3)	
Major I	Penni	rements	51	
	\cqui			
Core I PED	320	Theory and Practice of Coaching	.(15)	
PED	350		(3)	
	420	Adaptive Physical Education Kinesiology		
PED	420		(3)	
PED		,	(3)	
PED	444	8	(2)	
		of Sports Management	(3)	
Core I			.(18)	
PED		Sociology of Sports	(3)	
PED			(6)	
PED			(3)	
		courses from the Division of		
Physic	cal Ed	ucation	(6)	
Busine	ss Co	re	.(18)	
ACC			(3)	
GBA		Business Law I	(3)	
MGT	301	Principles of Management	(3)	
MKT	301	Principles of Marketing	(3)	
MGT	321	Communication for		
		Management	(3)	
MGT	331	Management of Human		
		Resources	(3)	
Basic P	hysic	al Education Requirements	4	
Elective				
	Total Credits 124			

# Teaching Track

Students entering the teaching track will complete the new program for Florida certification for grades 6-12. Course-by-course addition of the requirments for K-8 certification will be available on a limited basis.

In any course involving more than one subject (i.e., PED 323 Coaching Golf and Tennis or PED 303 Swimming-Golf) the student must pass each subject to pass the course.

In order to be recommended as having completed the state-approved teacher education program in physical education, a student must complete all required major courses with a grade

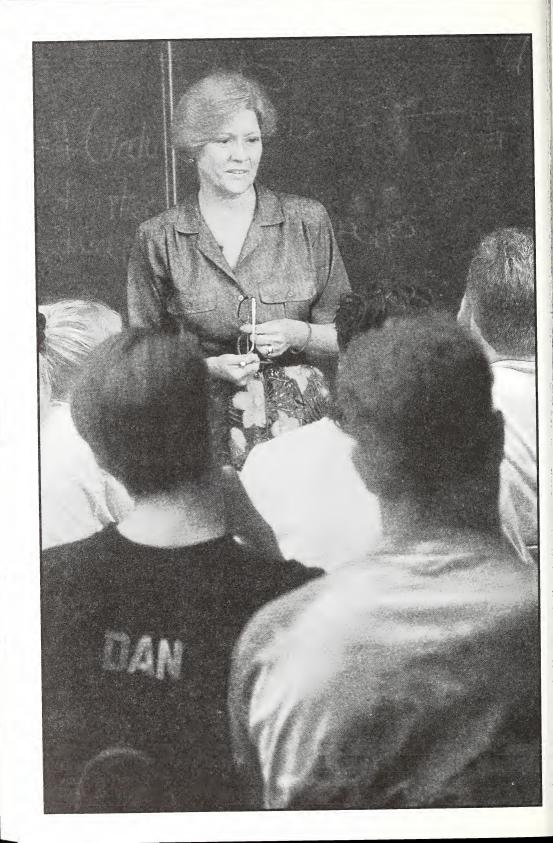
of "C"	or hig	ther.	
	_	Division of Education for comp	lete
		fication requirements.	
		-	ester
Progran	n Con	nponents H	ours
Basic S	tudie	s I	. 30
		uirement is BIO 121.	
Basic S	tudie	s II	. 16
Specif	ic req	uirement is BIO 220.	
Founda	tion (	Courses	. 19
COM	130	Microcomputer Applications	(3)
PED	113	Introduction to Physical	
		Education	(3)
PED	213	Practicum: Physical Education	(3)
PED	220	Motor Development	(3)
PED	224	CPR-Basic Life Support	(1)
PED	225	First Aid and Emergency Care	(3)
PED	228	Measurement and Evaluation in	
		Physical Education:	
		A Microcomputer Approach	(3)
SPH	221	Fundamentals of Speech	(3)
Major F	lequi	rements	. 52
Core I			. 15
PED	320	Theory and Practice of Coaching	(3)
PED	350	Adaptive Physical Education	(3)
PED	420	Kinesiology	(3)
PED	425	Physiology of Exercise	(3)
PED	443	Organization and Administration	
		of Physical Education	(3)

Core II			. 12
PED		Instructional Design and Content	
122		of Racquet Sports/Track and	
		Field	(3)
PED	307	110.0	(0)
LLD	507	of Swimming/Golf	(3)
		or 3 winning/Gon	(3)
PED	308	Instructional Design and Content	
		of Personal Fitness/Weight	
		Training	(3)
PED	309	•	(-)
		of Team Sports and Activities	(3)
Educat	ion (	•	. 25
Educat	221		43
EDU	221	Development *	(3)
EDU	222	1	(3)
LDU		School and Society	(3)
EDU	425	•	(3)
LDU	723	and Organization	(3)
EDU	428		(3)
LDU	420	and Philosophy	(3
EDU	480		(12)
EDU	481	<u> </u>	(12)
		2 · · · · · · · · · · · · · · · · · · ·	` .
Basic P	hysic	cal Education Requirement	4
Elective	e		4
		Total Credit	s 125
w 14.		allata Daria Godina H.C. (18)	
* May	be ap	plied to Basic Studies II Social Scie	ence









# Division of Social Science

James J. Horgan, Chair

#### Faculty

Richard G. Bryan, Psychology
Shirley Chrisman, Psychology
Terry A. Danner, Criminology
Maribeth Durst, Sociology and Social Work
Beverly Golemba, Sociology (Tidewater Center, Virginia)

Nancy C. Gunter, Psychology James J. Horgan, History

John J. McTague, History and International Studies Marilyn M. Mallue, Psychology (Tidewater Center, Virginia)

Frances E. Martin, Social Work Alan R. Merson, Social Work ta A. Nada, Sociology and Crimino

Juanita A. Nada, Sociology and Criminology Hudson Reynolds, Political Science and Pre-Law

#### **Majors**

Criminology
History
History/Secondary Education
Human Resources Administration
International Studies
Political Science
Political Science/Secondary Education
Public Administration

Pre-Law Psychology Social Work Sociology

#### **Minors**

History Political Science Psychology Sociology

#### **Professional Associations**

The Division of Social Science or its faculty are associated with the following:

Academy of Certified Social Workers
American Historical Association
American Political Science Association
American Psychological Association
American Society of Criminology
American Sociological Association
Association of Baccalaureate Social Work
Directors

Center for the Study of the Presidency
Council on Social Work Education
Florida College Teachers of History
Florida Criminal Justice Educators and
Trainers Association

Trainers Association
Florida Historical Society
Florida Political Science Association
Law School Admission Council/Law School
Admission Services

Middle Eastern Studies Association National Association of Social Workers Saint Leo College Institute for Policy Studies

Southeastern Psychological Association

The Division of Social Science focuses on the study of people in groups and as individuals, in the present and the past. It provides an opportunity to assess a variety of public policies, social problems, individual behaviors, and historical issues from different points of view. Courses allow students to discover meaning for themselves as persons in the larger society and the modern world.

The division offers its ten majors and four minors. The Human Resources Administration major is jointly administered with the Division of Business Administration. In addition, the division has a certification program in teacher education. The Florida Department of Education has granted program approval to students who major in history or political science and complete the required courses in education. Such students are eligible to teach in Florida and 29 other states that recognize this certification. Students who plan to teach in the secondary schools should complete the professional courses in education prescribed by the courses required in their major. In order to be recommended as having completed the state-approved teacher education program a student must complete all required professional courses with a grade of "C" or higher.

The social work program is accredited by the Council on Social Work Education. Graduates receive the B.S.W. degree.

# Criminology

A 45-hour major in criminology is designed to prepare students for careers in law enforcement, judicial administration, private security, parole and probation and corrections as well as graduate study in criminology or criminal justice.

SOC 425 is a supervised field placement giving students an opportunity to work in local criminal justice-related agencies. To participate in this program students must have senior standing in criminology, all major requirements completed, a 2.00 GPA or higher and approval of both the Criminology Field Placement Committee and the hosting agency.

The following electives are recommended as relevant to criminology majors: COM 201; MGT 321, 331; POL 326, 327; PSY 327; SWK 121: SOC 425.

Program Components Semester Hours				
	•			
	Basic Studies I			
Basic S	tudie	s II	15	
Major F	Requi	rements	45	
SOC	121	Introduction to Sociology *	(3)	
SOC	222	Social Problems **	(3)	
SOC	322	Race and Ethnicity in Americ	an	
		Culture	(3)	
SOC	324	Marriage and Family or		
SOC	424	Family Analysis	(3)	
SOC	326	Theories of Criminal Behavio	r (3)	
SOC	336	Criminal Justice Systems	(3)	
SOC	421	Juvenile Justice	(3)	
SOC	430	Correctional Systems	(3)	
SWK	319	Human Behavior in Stress and	i	
		Crisis	(3)	
POL	123	The Law and Society	(3)	
POL	224	American State and Local		
		Government	(3)	
POL	321	Criminal Law I	(3)	
POL	325	Public Administration	(3)	
PSY	121	Introduction to Psychology or	•	
PSY	122	Psychology of Adjustment	(3)	
One o	ther u	pper-division (300-400 level) c	ourse in	
sociol	ogy so	ocial work, or police science.	(3)	
Physica	ıl Edu	cation Requirements	4	
Elective				
2100011		Total Cre		

- May be applied to Basic Studies I
- \*\* May be applied to Basic Studies II

# Geography

No major in geography is offered. The courses are designed especially for prospective elementary and secondary school teachers, as well as for students desiring a general background in the subject.

# History

A 36-hour major in history is designed as preparation for graduate study in history, as part of a pre-law program, for library or museum careers or as part of a general liberal education.

Program Co	Semomponents H	ester ours
Basic Studio	es I	. 30
Basic Studio	es II	. 15
HTY 121	irements	(3)

HTY	123	Western Civilization to 1500 **	(3)
HTY	124	Western Civilization Since 1500	(3)
HTY	339	Readings in History	(3)
HTY	427	History of Ideas	(3)
HTY	499	Senior Seminar in History	(3)
Five o	ther u	pper-division (300-400 level)	
course	s in h	istory	(15)
Physica	ıl Edı	cation Requirements	4
Elective	es		. 39
	• •	Total Credit	

- \* May be applied to Basic Studies I
- \*\* May be applied to Basic Studies II

# **History/Secondary Education**

The Division of Social Science offers a specialization in History/Secondary Education which is a teacher preparation program approved by the state of Florida Department of Education. Graduates from this program will, upon application to the state, be eligible to teach in Florida and in 29 other states that recognize this certification. See the Division of Education section for a list of requirements for History/Secondary Education majors.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

Semester

Program Components Hours					
Basic Studies I					
Basic S	tudie	s II	15		
Major F	Requi	rements	36		
HTY	121	United States History to 1865 *	(3)		
HTY	122	United States History Since 1865	(3)		
HTY	123	Western Civilization to 1500 **	(3)		
HTY	124	Western Civilization Since 1500	(3)		
HTY	339	Readings in History	(3)		
HTY	427	History of Ideas	(3)		
HTY	499	Senior Seminar in History	(3)		
Five o	ther u	pper-division (300-400 level)			
courses in history (15)					
Profess	ional	Education Courses 37	hours		
EDU	180	Practicum I: Basic Principles			
		of Teaching	(3)		
EDU	221	Human Growth and			
		Development***	(3)		
EDU	222	Contemporary Concerns in			
		School and Society	(3)		
EDU	280	Practicum II: Introduction to the			
		Instructional Process	(3)		
EDU	425	Educational Management and			
		Organization	(3)		

	EDU	427	Measurement and Evaluation	(3)
	EDU	428	Critical Issues in Curriculum and	
			Philosophy	(3)
	EDU	439	Special Methods in Teaching	
			Secondary History	(3)
	EDU	480	Student Teaching	(12)
	EDU	481	Special Teaching Seminar	(1)
F	hysica	l Edu	cation Requirements	4
	•		Total Credits	

- May be applied to Basic Studies I
- \*\* May be applied to Basic Studies II
- \*\*\* May be applied to Basic Studies II Social Science

Prospective teachers are also encouraged to qualify for certification in social studies so as to provide themselves with a stronger qualification for ateaching position. In addition to completing the 36 hours in history and the 37 hours in education, students need to take 18 additional hours: six hours in political science, including POL 223; six hours in economics; three hours in geography; and either HTY 227 or HTY 233.

# Human Resources Administration

See Division of Business Administration section for major requirements.

# **International Studies**

A 36-hour major in international studies is designed to provide a foundation for graduate study in various international fields, as preparation for an international business, diplomatic, or military career, or as part of a general liberal education.

Students are strongly encouraged to complete at least two semesters of a foreign language and consider the option to study overseas for a semester or full year.

			Semester
Program	n Con	nponents	Hours
Basic S	tudie	s I	30
Basic S	tudie	s II	15
		rements	36
HTY	124	Western Civilization	
		Since 1500 *	(3)
HTY	325	Modern Russia	(3)
HTY	425	United States Diplomatic	
		History	(3)
HTY	499	Senior Seminar in History	(3)

POL 323 Comparative Politics	3)
	3)
Six courses from the following: (1	8)
HTY 225 Far Eastern Civilization **	
HTY 227 Latin America and the	
Caribbean **	
HTY 233 The Modern Middle East **	
HTY 300 Palestine and Israel	
HTY 330 War and Peace	
HTY 337 Legacies of the British Empire	
HTY 422 Europe in the Twentieth Century	
POL 324 Politics of Developing Nations	
POL 421 Political Geography	
SOC 327 Cultural Anthropology	
REL 223 Religions of the World I:	
Western Religions or	
REL 224 Religions of the World II: Eastern Religions	
· ·	
injular Dadadanon Itaquitanian i i i i i i i i i i i i i i i i i	4
Electives	39
Total Credits 1	24
* May be applied to Basic Studies I	
** May be applied to Basic Studies II	
Political Science	
A 36-hour major in political science	is
designed as preparation for graduate or leg	al
study, for a career in politics or public service,	or
as part of a general liberal education.	
Semest	er
Program Components Hou	rs
•	30
· · · · · ·	-
Basic Studies II	
,,	36
	(3)
	(3)
POL 224 American State and Local	
	(3)
	(3)
	(3)
	(3)
POL 499 Senior Seminar in Political	
	(3)
Five other upper-division (300-400 level)	٥,
· ·	5)
Physical Education Requirements	4
	39
Total Credits 1	24
** May be applied to Basic Studies II	

# Political Science/Secondary Education Specialization

The Division of Social Science offers a specialization in Political Science/Secondary Education which is a teacher preparation program approved by the state of Florida Department of Education. Graduates from this program will, upon application to the state, be eligible to teach in Florida and in 29 other states that recognize this certification. See the Division of Education section for a list of requirements for Political Science/ Secondary Education majors.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

dual program.			
			ıester
Progran	n Con	nponents 1	Hours
Basic S	tudie	s I	30
Basic S	tudie	s II	15
POL	121	rements	(3)
POL			(3)
		American State and Local	` '
		Government	(3)
POL	311	Political Theory I	(3)
		Political Theory II	(3)
POL		Comparative Politics	(3)
POL	499	Senior Seminar in Political	
		Science	(3)
Five o	ther u	pper-division (300-400 level)	
		olitical science	(15)
Profess	ional	Education Courses 37	hours
		Practicum I: Basic Principles of	
		Teaching	(3)
EDU	221	Human Growth and	
		Development***	(3)
EDU	222	Contemporary Concerns in	
		School and Society	(3)
EDU	280	Practicum II: Introduction to the	
		Instructional Process	(3)
EDU	425	Educational Management and	
		Organization	(3)
EDU	427	Measurement and Evaluation	(3)
EDU	428	Critical Issues in Curriculum and	
		Philosophy	(3)
EDU	439	Special Methods in Teaching	
		Secondary Political Science	(3)
EDU			(12)
EDU	481	Student Teaching Seminar	(1)
Physica	ıl Edı	ication Requirements	4

**Total Credits 124** 

May be applied to Basic Studies II \*\*\* May be applied to Basic Studies II Social Science

Prospective teachers are also encouraged to qualify for certification in social studies so as to provide themselves with stronger qualification for a teaching position. In addition to completing the 36 hours in political science and the 37 hours in education, students need to take 21 additional hours: HTY 121, HTY 122, HTY 123 or HTY 124, HTY 227 or HTY 233; six hours in economics; and three hours in geography.

# Public Administration

A 36-hour major in public administration is designed as preparation for graduate study in public administration or for a career in public

service.			
			ıester
Program C	_		Hours
Basic Stud	lies I		30
Basic Stud	lies II		. 15
Major Red	uiren	nents	36
POL 12	1 Int	roduction to Politics **	(3)
POL 22	23 Ar	nerican Federal Government	(3)
POL 22	4 Ar	nerican State and Local	
	Go	overnment	(3)
		blic Administration	(3)
POL 49	9 Se	nior Seminar in Political	
		ience	(3)
ACC 20	1 Pr	inciples of Accounting I	(3)
ECO 20	)1 Pr	inciples of Macroeconomics	(3)
		atistics for the Social Sciences	(3)
MGT 30	)1 Pr	inciples of Management	(3)
		rom the following:	(9)
		Principles of Accounting II	
COM	421	Management Information Systems	
ECO	423	Public Finance and Taxation	
FIN		Principles of Finance	
MGT			
		Development	
POL	320	Methods of Social Research	
POL	326	United States Constitutional Law I	
POL	327	United States Constitutional	
		Law II	
POL	339	Readings in Political Science	
POL	400	Special Topics	
POL	422	Tringitud, mid tributation and	the
PSY	319	Party System Human Behavior in Stress and	,
191	313	Crisis	1
		CHISIS	

PSY 427 Personality Theory

SOC 322 Race and Ethnicity in American
SOC 323 Sociological Theory
SOC 331 Social Change
SOC 335 Women in American Society
SOC 336 American Criminal Justice
System
SWK 423 Social Welfare Policy I
SWK 424 Social Welfare Policy II
Physical Education Requirements 4
Electives
Total Credits 124
** Man be applied to Davie Ct. Jie II

<sup>\*\*</sup> May be applied to Basic Studies II

# Pre-Law

A 45-hour major in pre-law is designed for students who plan to enter law school.

D		emester		
Program Co	•	Hours		
Basic Studie	es I	30		
Basic Studie	es II	15		
Major Requi	irements	45		
	United States History to 1865 *			
HTY 122	United States History			
	Since 1865 **	(3)		
SPH 221	Fundamentals of Speech	(3)		
ECO 201	Principles of Macroeconomics	(3)		
PHI 223	Logic **	(3)		
POL 121	Introduction to Politics	(3)		
POL 123	The Law and Society	(3)		
POL 223	American Federal Government	(3)		
POL 326	United States Constitutional			
	Law I or			
POL 327	United States Constitutional			
	Law II	(3)		
POL 425	Pre-Law Seminar	(3)		
Five other upper-division (300-400 level)				
courses in h	istory or political science	(15)		
Physical Edu	ucation Requirements	4		
Electives .	• • • • • • • • • • • • • • • • • • • •	30		
	Total Cred			
* May be ap	plied to Basic Studies I			

# **Psychology**

A 36- or 37-hour major in psychology is designed as preparation for entry-level positions in mental health and human services settings, as well as for psychology-oriented positions in personnel or sales, for graduate study in psychology and related fields, or as part of a liberal education.

<sup>\*\*</sup> May be applied to Basic Studies II

		C 4	
		Semester	
Program Co	mponents	Hours	
Basic Studie	es I	30	
Basic Studie	es II	15	
Major Requ	irements	36-37	
PSY 121	Introduction to Psychology *	(3)	
PSY 223	Statistics for the Social Scien	ices (3)	
PSY 228	Social Psychology **	(3)	
PSY 324	Experimental Psychology	(3 or 4)	
PSY 327	Abnormal Psychology	(3)	
PSY 422	Psychology of Learning or		
PSY 432	Psychology of Motivation	(3)	
PSY 499	Senior Seminar in Psycholog	y (3)	
Five other upper-division (300-400 level)			
courses in p	sychology	(15)	
Physical Education Requirements 4			
Electives			
Total Credits 124			

- \* May be applied to Basic Studies I
- \*\* May be applied to Basic Studies II

## Social Work

This 63-hour major is designed to prepare students for professional social work practice at the B.S.W. level as well as for graduate study in social work or related areas. The program is accredited by the Council on Social Work Education. The curriculum emphasizes content in each of five areas: social welfare policy, human behavior and social environment, research, practice methods and field instruction. Admission to the Social Work Program and to SWK 425 (Field Placement in Social Work) must be by special application. To be eligible for SWK 425 a student must earn a minimum grade of "C" in SWK 331, 332, 333, 334 and 335. In addition, a student must demonstrate dependability, good charand acceptable academic standing. Students denied admission to field placement must select another major. The Social Work Program is available only on the main campus.

Religious Studies is a minor highly compatible with a social work major, as are such minors as management, computer information systems, sociology or psychology.

	Semester
Program Co	mponents Hours
Basic Studie	es I 30
Basic Studie	es II
Major Requ	irements 60
POL 121	Introduction to Politics or
POL 223	American Federal Government or

POL	. 224	Amarican State and	
		Local Government	(3)
PSY	121	Introduction to Psychology *	(3)
SOC	222	Social Problems **	(3)
SOC	223	Statistics for the Social Sciences	(3)
SOC	320	Methods of Social Research	(3)
BIO	121	Introduction to Biology *	(3)
SWI	K 121	Introduction to Social Work	(3)
SWI	K 318	The Life Cycle	(3)
		·	` `
SW	K 319	Human Behavior in Stress	
		and Crisis	(3)
SWI	K 331	Interventive Skills	(3)
SWI	K 332	Pre-Internship	(3)
SWI	K 333	-	` ,
		Practice I	(3)
SWI	K 334	Methods of Social Work	` ,
		Practice II	(3)
SWI	K 335	Methods of Social Work	(-,
		Practice III	(3)
SWI	K 423	Social Welfare Policy I	(3)
SWI	K 424	•	(3)
SWI	K 425	•	(15)
Dhyei	cal Ed		
Physical Education Requirements 4			
Electi	ves .		12
		Total Credit	s 124

- May be applied to Basic Studies I
- \*\* May be applied to Basic Studies II

Requirements for Admission to Social Work Program. Students are responsible for contacting a member of the social work faculty regarding admission to the Social Work Program.

Requirements for admission include:

- Completion of 45 semester hours, including 12 hours that must have been earned at Saint Leo College.
- Completion of SWK 121 Introduction to Social Work with at least a grade of "C."
- Completion of the application form for admission to the social work concentration.
- 4. Successful completion of an interview with the social work faculty.

# Sociology

The 36-hour major in sociology is designed as preparation for graduate study, for careers that involve working with people, or as part of a liberal education.

Total 18

Semo	
Program Components H	ours
Basic Studies I	. 30
Basic Studies II	. 15
Major Requirements	. 36
SOC 121 Introduction to Sociology *	(3)
SOC 222 Social Problems **	(3)
SOC 223 Statistics for the Social Sciences SOC 320 Methods of Social Research	(3)
	(3)
SOC 322 Race and Ethnicity in American	
Culture	(3)
SOC 323 Sociological Theory	(3)
SOC 324 Marriage and the Family or	(2)
SOC 424 Family Analysis	(3)
SOC 327 Cultural Anthropology	(3)
Four other upper-division (300-400 level)	
courses in sociology or SWK 318, 319, 423, 424	(12)
	(12)
Physical Education Requirements	4
Electives Total Credits	. 39 124
* May be applied to Basic Studies I	
** May be applied to Basic Studies II	
Minors	
History	
HTY 121 United States History to 1865 or	
HTY 122 United States History Since 1865	(3)
HTY 123 Western Civilization to 1500 or	( )
HTY 124 Western Civilization Since 1500	(3)
Four other electives in history, at least two	1
of which must be upper-division (300-400	
level)	(12)
Total	18
Political Science	
POL 121 Introduction to Politics	(3)
POL 223 American Federal Government	(3)
POL 323 Comparative Politics	(3)
Three additional electives in political science,	`
at least two of which must be upper-level	(9)
	ıl 18
Pyschology	
PSY 121 Introduction to Psychology	(3)
Five additional electives in psychology, at	(-)
least three of which must be from the	
following list:	(15)
PSY 223 Statistics for the Social Science	, ,
PSY 228 Social Psychology	
PSY 322 Physiological Psychology	

324 Experimental Psychology PSY 327 Abnormal Psychology

PSY

PSY	331	Interviewing and Counseling Skills		
		0111110		
PSY	335	Psychology of Women		
PSY	422	Psychology of Learning		
PSY	427	Personality Theory		
PSY	428	Counseling Principles and		
		Practices		
PSY	431	Childhood Disorders		
PSY	432	Psychology of Motivation		
PSY	433	Sensation and Perception		
		To	tal	18

# **Sociology**

SOC	121	Introduction to Sociology	(3)
SOC	222	Social Problems	(3)
Four a	additio	onal electives in sociology, at	
least t	hree c	of which must be upper-level	(12)

Some of the division's majors are interdisciplinary and enable students to take several courses in a specific field for which a minor is available. However, students wishing to minor in that field may apply no more than two courses they have used in their major.

# Center for Continuing Education

David J. Koval, Dean

The primary mission of the Center for Continuing Education (CCE) is to make the academic programs of the College accessible to the adult student and distant learner. In order to achieve this mission three categories of educational programs are offered:

Category A. College level course work including a degree completion program for adults unable to pursue their education in a traditional manner.

Category B. Non-credit educational programs yielding certificates or continuing education units. Examples of these non-credit activities are workshops, institutes and seminars tailored to individual group training needs.

Category C. Speakers programs and consulting services. Examples of Category C activity are events for the continuing education needs of clergy and religious leaders.

# Category A: College Credit Courses and Degree Completion Programs

In order to accommodate the higher education needs of students who wish to take select courses as special students or who may wish to actually pursue a four year bachelor's degree, the College has developed a variety of ways in which the non-traditional student can take courses.

#### Weekend College

This is a time-intensive scheduling of regular credit courses offered on Saturdays and Sundays. Classes meet every other weekend and out-of-class assignments are an integral part of Weekend College.

There are three terms a year: fall, spring and summer. Classes meet in three and one-half hour sessions. It is possible for some students to take up to 12 semester hours in Weekend College by

attending classes on both Saturdays and Sundays.

Weekend College is the only degree completion program available through the Center for Continuing Education. Degrees are available in the following areas:

- 1. Associate of Arts.
- Bachelor of Arts in business administration, education, psychology, criminology and religious studies.
- Bachelor of Science in health care administration.

Although Weekend College is the only degree completion program, students can take many of the required courses through a network of off-campus satellite classrooms located throughout Florida. This network of off-campus classrooms is called Evening College.

## **Evening College**

As the name implies, Evening College typically offers college level courses scheduled to meet in the evening, usually after five. Many students use Evening College to begin their degree programs. A unique feature of Evening College is its ability to offer courses and term dates which accommodate the time constraint problems faced by most working adults. Evening College is both a popular and effective way for nurses, police officers and others to take required courses at locations near their work.

#### Weekend Conferences

A Weekend Conference is conducted like many professional conferences adults might attend. As such the Weekend Conference meets for eight hours a day. Typically, the Conference convenes four Saturdays with breaks of two or more weeks between meetings. Preconference and out-of-class assignments are part of the Weekend Conference format.

Weekend Conferences are conducted both on and off-campus. Conferences are held at various times so that a student taking classes in one course delivery format might also be able to attend a conference. Senior seminars which are now in conference format also serve as capstone course in a degree program. Specific details are published and distributed to students through the course Schedule three times a year.

# **Special Programs**

**Religious Studies.** The bachelor's degree in religious studies is available through the Center.

In addition, the Center works collaboratively with diocesan offices throughout Florida in support of the continuing education needs of clergy, religious and laity.

Credit and non-credit programs are available in support of permanent diaconate formation, youth ministry and lay leadership. Teacher recertification courses and in-service workshops are designed to assist faculty in Catholic elementary and secondary schools.

Teacher Recertification. Teacher recertification courses are made accessible to the elementary and secondary teachers of Florida through the Center for Continuing Education in coordination with the College's Division of Education. Each year a needs survey is directed to the school districts of Florida. Based on the results of the survey, appropriate courses are scheduled in the school districts at a time and place convenient to the teachers. Teacher recertification courses are usually conducted as workshops and meet eight hours daily for one week. This program can be requested by a school or school district at any time. Call CCE, (904) 588-8370, for additional information.

# Category B: Non-Credit Programs

The Center for Continuing Education manages the repertoire of non-credit programs for both professional and personal enrichment purposes. These programs take the form of seminars, short courses, workshops, conferences and institutes. Most programs are eligible for Continuing Education Units (CEU's), an important record of achievement maintained for participants by the College. Non-credit continuing education programs are designed for particular audiences and are based on expressed needs and interests. Non-credit programming can be a flexible and creative response to these needs.

While the CEU credit permits participants to build a cumulative record of their successful completion of continuing education activity, it may never be converted to semester hour credit by the College.

The College's Elderhostel program is also managed by the Cnter for Continuing Education.

Interested parties are encouraged to contact the CCE for further information regarding these non-credit programs. Call (904) 588-8236. Write Post Office Box 2248, Saint Leo, Florida 33574.

# Category C: Speakers Programs and Consulting Services

The Center is prepared to work with individual clients by providing speakers or consultants in a wide variety of areas. A College Speakers Bureau catalog is available upon request. In addition, subject experts from within the College and from the College's external resources can be provided for individual clients. Contact the Dean of Continuing Education for more detailed information.

# Admission to a Degree Program

The Center provides degree completion programs in the following areas:

- 1. Associate of Arts.
- 2. Bachelor of Arts in business administration, education, psychology, criminology and religious studies.
- 3. Bachelor of Science in health care administration.

Degree seeking students are required to:

- 1. Submit an admission application.
- Provide official transcripts from every college or university attended. Non-transfer students must furnish a high school transcript showing satisfactory completion of studies or a GED certificate.
- 3. For Elementary Education majors: Achievement of minimum cumulative SAT score of 840 (with an English score of 420 and a Math score of 420) or a minimum composite ACT score of 20 (with a 20 in English and a 20 in Math). Successful completion of the CLAST.

- Provide official documents (transcripts) to support the granting of college credit from such sources as: CLEP, DANTES, GED college level examinations, USAFI examinations or advance placement examinations.
- 5. College credit is available to registered nurses upon presentation of a nursing license and nursing school transcript; members of the armed services upon presentation of proof of service; and to police officers who have completed course work in the FBI National Academy, police institute and certified polygraph schools. Verification of course work is obligatory in order to obtain credit. Non-traditional sources of credit have specific limits.
- A non-refundable admission/evaluation fee of \$25 must accompany the application.

Once the College receives a completed application packet, including the official documents supporting the award of credit, a comprehensive program outline will be developed for each student on an individual basis. This program outline will detail exactly what transfer credit has been awarded and where it has been applied to the student's course of study. The program outline also details the courses still needed to complete the degree.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin or handicap.

# Residence Requirements

All semester hour credit earned through the Center is considered as resident credit.

- A minimum of 15 semester hours of course work at Saint Leo College is required for the associate of arts degree.
- 2. A minimum of 30 semester hours of course work at Saint Leo College is required for the bachelor's degree.

# Transfer of Credits

The transfer-of-credit policy as published in the catalog for on-campus resident students is applicable to the Center's degree programs.

# Requirement for Degrees

The academic requirements for degree completion in the Center's degree programs are the same requirements as those for the degree programs as published elsewhere in the catalog. The physical education requirement is waived for adult students in the Center's programs.

## **Honors**

Bachelor's degree graduates may earn honors designations as published for on-campus students provided they have completed a minimum of 45 hours of course work with Saint Leo College.

A special designation "With Honors" has been reserved for those bachelor's degree graduates who have completed a minimum of 30 semester hours of course work with Saint Leo College and who have a grade point average of 3.50 or higher.

# Tuition and Fees

# Transcript Requests

The procedure for requesting transcripts is explained in the Academic Regulations section of this catalog.

# Registration, Drop/Add

Students may register by mail, fax, telephone, or office visit. Detailed information pertaining to specific courses and locations is published each semester in the course Schedule. The course Schedule is mailed to each student each term.

The drop/add period is generally the first week of class. For additional information write or call:

Saint Leo College Center for Continuing Education Post Office Drawer 2248 Saint Leo, Florida 33574-2248 Telephone: (904) 588-8236

# Financial Aid

# Weekend College and Evening Courses

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, or marital or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States.

Financial Aid is allocated on the basis of need, good moral character and academic promise. Financial "need" is the difference between the amount of money a student and family can provide for an education and the cost of an education. Financial need is relative to college costs and family financial strength. A student who needs aid at one college may not need aid at another.

Financial need is determined by College Scholarship Service on the basis of the financial information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school guidance offices and college financial aid offices or from the Saint Leo College Financial Aid Office. Since financial conditions vary from year to year, a new application must be submitted for each academic year. Financial aid awards are not transferable. Students should apply for aid as early as possible as the process may sometimes take weeks or even months.

For further information and application forms please contact:

Office of Financial Aid and Veterans Affairs P.O. Box 2228 Saint Leo, FL 33574-2228 Phone: (904)588-8387

#### Aid Programs

Florida Grant (FSAG) and Florida Tuition Voucher (FTV). These grants are available to full-time students (12 hours per term) who have been bona fide residents for at least one year.

The FSAG is based on need. Applicants must file the FAF by April 10 preceding Fall entrance.

The FTV is not based on need. Apply to the College Financial Aid Office by September 1 for the Fall Semester or by February 1 for the Spring Semester.

Vocational Rehabilitation. Each state has a program for the handicapped persons and blind persons.

Veterans Benefits. Saint Leo College is approved for veterans training. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty military, retired or separated, dependents and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations.

Stafford Loans. Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Prior to applying for a loan a student must file the Financial Aid Form to show need and establish eligibility for a Pell grant or a state grant. Recommended time to start the loan application process is three months prior to entrance.

Parents Loans for Undergraduate Students (PLUS). These loans may be obtained by parents for undergraduate students who do not demonstrate a sufficient need for the Stafford Loan.

Supplemental Loans for Students (SLS) may be obtained by self-supporting students who do not demonstrate a sufficient need for the Stafford Loan.

#### Refund of Financial Aid

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations.

# Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College policies, state aid agency regulations, guarantee agencies, VA regulations, or federal regulations, depending on sources of funds.

ACADEMIC YEAR means two semesters on campus (Fall and Spring Semesters). For financial aid purposes, the Summer Session may be considered as a remedial session for certain aid programs but not for state aid.

In order to qualify for financial aid, all students who enroll full time (12 hours minimum) must earn a minimum of nine new hours any semester and must earn a minimum of 24 new hours every academic year. "Repeats" are not included.

All students must maintain a minimum cumulative GPA of 2.00. Exception will be made for students enrolled for the very first time in college who may retain their eligibility for federal aid if they maintain a minimum of 1.75 cumulative GPA during their first year of enrollment.

**State Aid.** All state recipients must earn 12 hours minimum each semester they are receiving the aid and maintain a cumulative GPA of 2.00 minimum.

Loans. Various lending agencies have various standards of progress. In some cases, an agency will require a student to progress one class (from freshman to sophomore, for example) before approving a subsequent loan.

A student earning 30 or more semester hours per academic year and maintaining at least a 2.00 GPA should be able to meet the standards of all agencies.

#### The Right to Appeal Loss of Aid

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following semester. Financial aid may be reinstated during that semester on one of the following conditions:

 Provided a student who has had extraordinary medical problems appeals to the Financial Aid committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the

- physician, certifying that the student was unable to attend classes. Such appeal must be mailed to the Financial Aid Committee, P.O. Box 2228, Saint Leo, FL 33574-2228, within two weeks of having received notification of cancellation.
- 2. Provided during the semester for which awards were cancelled and prior to the end of that semester, a student raises academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed and appeal for reinstatement of aid.

#### Aid for Part-Time Students

Degree-seeking half-time students are eligible to apply for a loan and to apply for the Pell grant. To maintain their eligibility, they must successfully complete all credit hours for which funds are disbursed in any term and maintain a cumulative grade point average of 2.00 minimum.

# College Level Academic Skills Test (CLAST)

Requirements for Students Receiving the Florida Tuition Voucher or Florida State Assistance Grant

Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of aid for that student until the CLAST is taken.Failure on one (or several) of the CLAST subtests does not result in loss of aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects during the term for which state aid is desired. CLAST tests are given three times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Drawer S, Saint Leo, FL 33574-4012. Applications are also available from the College Financial Aid Office.

# The Military Education Program

Stuart I. Carrier, Dean

# **Program Mission**

Saint Leo College's mission historically has included an interest in extending education to individuals who may not have opportunities to pursue degree programs in residence on a campus. As an integral part of this tradition, the College has recognized and supported the role of higher education within the American military community since the establishment of the Saint Leo College Military Education Program in 1974. The mission of the program is to provide opportunities to earn associate and baccalaureate degrees to adults working within and near selected military installations in the southeastern United States. Since adult students in a military setting must coordinate academic pursuits with job commitments and family responsibilities, the College emphasizes the provision of accessible academic and administrative support services for students pursuing degrees at resident centers. The program maintains an orientation toward classroom delivery of courses and personal service to students. Support services and program characteristics include:

- 1. Professionally staffed resident centers;
- Emphasis on complete degree programs;
- Individualized, goal-directed educational counseling;
- Clear and concise degree program outlines;
- 5. Flexible and reliable scheduling;
- 6. Small classes; and
- Acceptance of validated non-traditional and traditional transfer credit.

#### **Professional Associations**

Saint Leo College is affiliated with the National University Continuing Education Association (NUCEA) and the National Association of Institutions for Military Education Services (NAIMES).

# U.S. Air Force ROTC Agreement

Saint Leo College maintains a cross-town enrollment agreement whereby degree-seeking Saint Leo College students enrolled at the Seymour Johnson Air Force Base Resident Center may participate in Air Force ROTC instruction sponsored by Detachment 600 of Air Force ROTC at East Carolina University. Application information is available from the resident center director of the Saint Leo College Seymour Johnson resident center.

# Servicemembers Opportunity College

As a member of the institutional network of Servicemembers Opportunity Colleges (SOC), Saint Leo College participates in the SOCAD (Army) and the BDFS (Bachelors Degree for Soldiers) networks, as well as the SOCNAV-2 and SOCNAV-4 (Navy) networks. The College supports the SOC statement of principles and criteria as a framework for policies that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students. SOC agreements may be requested by active duty members and military dependents at resident centers or through the campus MEP office.

# Admission and Matriculation Requirements

General admission criteria as stated for oncampus students apply to the Military Education Program with the exception that the College does not require CEEB, SAT, or ACT scores for MEP applicants. Enrollment at specific resident centers may be limited by military, Veterans Administration, or state approving agency regulations. Subject to local restrictions, individuals who may enroll in the College through MEP include: active and retired military personnel; veterans separated from service; military dependents; civilian employees of the military installation; and other civilians residing in the locale.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin, or handicap.

The College will not admit to the MEP applicants who are foreign nationals seeking student visas.

#### **Admission Procedure**

Individuals interested in applying for degreeseeking status should inquire at the local Saint Leo College resident center office. A qualified applicant is considered to be matriculated (classified as degree-seeking) when the completed application form and admission/evaluation fee payment are submitted to the resident center. The following materials are required to complete the admissions process:

- 1. Completed application form;
- 2. Application Fee (non-refundable);
- Documentation of high school or GED completion. For transfer students this may be documented by the transcript of the previously attended college;
- 4. Official transcripts from all previously attended colleges/universities;
- Documentation for evaluation of nontraditional transfer credit (include military training on an AARTS transcript or a validated DD Form 295):
- Other relevant documentation as needed (veterans/retirees should include a DD Form 214).

Saint Leo College students matriculated through campus programs rather than MEP should contact the Office of the Vice President for Academic Affairs prior to enrolling in courses at an MEP resident center. Students who have matriculated through the Saint Leo College Center for Continuing Education should notify the MEP resident center of previous attendance in order to facilitate transfer of records.

## **Academic Advising**

Saint Leo College provides academic advising at resident centers through counselors and resident center directors. Students interested in earning a Saint Leo College associate or baccalaureate degree are strongly encouraged to submit an application for degree-seeking status at the earliest opportunity. In response to a completed application, the College provides the student with a formal evaluation recognizing transfer of credit and specifying associate degree requirements. When a student declares a baccalaureate degree major, the College prepares a program outline specifying B.A. degree requirements.

All students are responsible for meeting all academic requirements for graduation. Students should seek regular advising from their Saint Leo College academic advisors. Omissions or errors in the advising process do not exempt students from the responsibility of meeting all degree requirements.

#### **Non-Degree Seeking Status**

Individuals who wish to take courses without pursuing a Saint Leo College degree may enroll at the resident center in non-degree- seeking status. Transient students taking Saint Leo College courses to fulfill degree requirements at other institutions may be required to produce written authorization to enroll if veterans benefits or other funding support is involved.

## Tuition and Fees

Tuition (per semester hour)\$72 Admission/Evaluation Fee (non-refundable) (includes Formal Evaluation and Program
Outline)
Program Outline Fee (for each additional
outline)\$10
Graduation Fee (A.A. or B.A.)\$25
Computer Lab Fee (designated
courses)
Transcripts (per copy) \$ 3

Note: Students electing to participate in campus graduation ceremonies must pay the oncampus graduation fee in lieu of the MEP fee.

#### Financial Aid

Several forms of financial aid are available to students in the Military Education Program. Financial aid procedures and regulations, as they apply within MEP, are described later in this catalog.

# Transfer Credit Policies

Students are classified as transfer students if they have previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned. To receive individualized information regarding the evaluation of transfer credits, students must first apply for admission and pay the application fee. See Admission Procedure in this section. Saint Leo College maintains the same transfer credit policies for campus programs, the Center for Continuing Education and the Military Education Program. The College will not provide a transcript of transfer credit until successful completion of at least one course at Saint Leo College.

#### **Traditional Transfer Credit**

Saint Leo College recognizes transfer credit only from regionally accredited institutions. Credit that was earned 25 or more years ago on the date of application to Saint Leo College will be considered on a course by course, case by case basis at the time the transfer evaluation is prepared.

Work in which a student has made a grade of "D" or higher will be transferred if an overall minimum grade point average of 2.00 was achieved at the institution where the credits were earned. If the student did not achieve an overall average of 2.00, only those grades of "C" or higher will be transferable.

There is one exception to the "D" grade policy described above. "D" grades earned in ENG 120, 121 and 122 or their equivalent are not transferable except in the case of associate degree holders.

#### Non-Traditional Transfer Credit

Saint Leo College recognizes non-traditional transfer credit earned or validated through the methods listed below. Saint Leo College does not grant experiential credit, nor does it sponsor an experiential learning assessment system.

A. Military Career Experience. Credit (up to a maximum of nine semester hours) may be granted for military service based upon individual evaluations of official military records by the Registrar of the College. The following guidelines normally apply:

Semester Type/Duration Hours of Military Service

- 2 Enlisted Service, 1 6 months
- 4 Enlisted Service, 6 months to 2 years
- 6 Enlisted Service, greater than 2 years
- 8 Commissioned Officer Service under 0-6
- 9 Commissioned Officer Service over 0-6
- B. Military Service Courses and Training. Associate-level credits may be granted, based on formal evaluation by the Registrar and credit recommendations in the guides to the evaluation of military credit published by the American Council on Education (ACE). The normal limit upon this category of transfer credit is 24 semester hours.
- C. Formal Educational Programs and Courses Sponsored by Non-Collegiate Organizations. The College recognizes credit recommendations established by the American Council on Education and published in The National Guide to Educational Credit for Training Programs.
- D. Standardized Examinations. The College recognizes the following standardized examinations at the credit levels and, with specific exceptions, passing scores recommended by the respective testing services.
  - 1. American College Testing Program
    Proficiency Examination Program (ACT PEP)
  - College Level Examination Program (CLEP) - General examinations and specific subtests
  - 3. Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Testing Program

The normal limit on standardized examination transfer credit is 40 semester hours.

# Residence Requirements

The College considers all credits earned at MEP resident centers to be resident credits that are transferable to on-campus programs and are applicable to the following residence requirements:

- A minimum of 15 semester hours of resident credit with Saint Leo College is required for the associate of arts degree.
- A minimum of 30 semester hours of resident credit with Saint Leo College is required for the bachelor of arts degree.

# Academic Regulations

Academic Terms and Student Course Loads. The Military Education Program offers five terms per year at each resident center. Terms are generally eight or nine weeks long. Because of the accelerated nature of the term, a student course load of six semester hours is classified as full-time attendance and three semester hours is half-time attendance. Students requesting overloads must initiate a written request at the resident center.

Registration, Drop/Add, Refund, and Withdrawal Policies. Each MEP resident center publishes a schedule specifying local course offerings and periods of registration. Students should register for selected courses at the resident center with the exception of locations offering multi-site registration. Consult the local resident center for details.

The drop/add period for changing course registrations is generally the first week of the term. Total refunds of tuition and fees are granted for courses dropped before or during the first week of classes. After the drop/add period, students are financially and academically committed to courses for which they registered. No refunds of tuition or fees are granted after the drop/add period.

MEP students who find it necessary to withdraw from any courses <u>must</u> contact the resident center office to obtain honorable academic withdrawal with a grade of "W." Failure to properly withdraw will result in a grade of "F." Deadlines for withdrawal from MEP courses fall at the end of the sixth week of the resident center's term. Course with-drawal does not cancel any student indebtedness to the College.

Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules and regulations pre-scribed in the College catalog.

Attendance. An educational program centered upon classroom instruction is predicated on

regular class attendance. In support of this concept, the following principles and procedures are practiced:

- The College recognizes that adult students pursuing higher education in an off-campus environment often experience competing demands upon their time; however, the expected norm is for students to maintain commitments to courses by attending regularly.
- Except for reasonable cause such as duty obligations, students are expected to be present at all regularly scheduled class meetings, particularly those immediately preceding and following holi-days. Judgments regarding what constitutes reasonable cause are the prerogative of the course instructor.
- 3. Should a student be required to miss a class for reasons beyond control, it is the student's responsibility to notify the instructor promptly. Instructors are required to keep attendance records for compliance with various federal regulations and student absences may have a deleterious effect on the individual's grades or continuing eligibility for financial assistance.
- 4. Students whose attendance becomes unsatisfactory in the instructor's judgment may find their grades adversely affected. Academic penalties for unsatisfactory attendance may be applied by the course instructor.

# Grading

	•	
	Quality	Points
Grade	per Semeste	r Hour
Α	Superior Performance	4.0
$B^+$	Excellent Performance	3.5
В	Very Good	3.0
C <sup>+</sup>	Above Average	2.5
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0
FA	Failure due to absences	0.0
I	Incomplete	
W	Withdrawal	
WE	Withdrawal Excused	
	(Due to extended temporary du	ty)
AU	Audit	

Incomplete grades must be completed by the conclusion of the next MEP term or they will convert to "F" grades.

Quality points are assigned only to grades earned at Saint Leo College.

Repeated Courses. Students may repeat any Saint Leo College course that they wish and are encouraged to repeat all courses failed. By written request to the resident center, students may have the cumulative grade point average adjusted to reflect only the higher grade earned. However, the record of each course attempt will remain on the student's official transcript.

Grade Changes. A grade may be changed only by the faculty member teaching the course. Changes in grade are permitted only when a computational error has been made. Students who believe that an erroneous grade has been posted must notify the faculty member and the resident center director immediately upon receipt of the grade. No grades will be changed after they have been posted for three months.

Grade Slips and Official Transcripts. Within 30 days of term completion, students will receive a grade slip showing grades for courses completed that term, a term grade point average, and a cumulative grade point average. Grade slips are unofficial records.

Official transcripts (fee: \$3 per copy) may be released only by written student request and may be sent only to an organizational address, such as a base education office or a college's records office. Unofficial transcript histories may be sent directly to students upon request.

The procedure for requesting transcripts is explained in the Academic Regulations section of this catalog.

Grade Point Average. The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

•	Hours		Quality	Total
Course	Attempted	Grade	Points	Quality Points
FAS 121	3	Α	4	12.00 (3 x 4)
SPA 111	3	В	3	9.00 (3 x 3)
CHE 121	3	D	1	3.00 (3 x 1)
HTY 121	3	F	0	$0.00(3 \times 0)$
ENG 121	3	C <sup>+</sup>	2.5	7.50 (3 x 2.5)
	15			31.50

Grade Point Average (GPA): 31.50 divided by 15 = 2.1

Note: No quality points are awarded for transfer credit.

The College reports grades by sending grade mailers to students' addresses within 30 days after the conclusion of each MEP term. The grade slip reports final grades for the term, the student's current GPA (for that term's course work), the cumulative GPA (for total Saint Leo College course work) and any academic warnings that apply (Academic Probation and Suspension Pending — see definitions below).

The Dean's List. Saint Leo College publishes a Dean's List for each resident center each term. In order to qualify for the Dean's List, a student must have earned a grade point average of 3.50 or higher on a minimum of 12 semester hours taken during two consecutive MEP terms. This standard, adjusted for term differences, is identical to the campus Dean's List standard.

# Academic Honor Code

As members of an academic community which places a high value on truth and pursuit of knowledge, Saint Leo students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Academic dishonesty is representing another's work as one's own, active complicity in such falsification, or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

The sanctions for academic dishonesty (including cheating on an examination, plagiarism and similar offenses) are as follows:

- A. The minimum sanction for the first offense is an "F" for the test or assignment, but the usual sanction is an "F" in the course in which the violation took place.
- B. The minimum sanction for the second offense is an "F" in the course, but the usual sanction is suspension of the student from Saint Leo College.

Circumstances which would justify sanctions greater than the minimum include the student's previous disciplinary record at the College or the particularly flagrant nature of the offense.

It is the responsibility and obligation of each student personally to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to the course instructor.

These offenses need not occur in the same course or semester but will be considered cumulative during a student's enrollment at Saint Leo College. Each offense will be entered in student records in the Military Education Program office.

## Academic Probation

In order to continue in good standing, a student must maintain a minimum cumulative grade point average of 2.00. The system of academic warning and probation is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The College reserves the right to require remedial action on behalf of a student who is placed on academic warning or probation. Such action may include, but is not limited to, requiring students to repeat failed courses, take a reduced course load, or change their program of study. The Academic Standards Committee sets these regulations and conditions.

Students who earn below a 2.00 semester grade point average in any semester will be placed on academic warning.

Freshmen who earn below a 1.70 semester grade point average or who receive failing grades in more than one course at the completion of the first semester will be placed on academic probation. All other students with a cumulative grade point average below 2.00 will be placed on academic probation.

# Academic Suspension

Students whose cumulative grade point averages are deficient for their academic levels are subject to academic suspension. The criteria for determining academic suspension are: (1) semester hours attempted at Saint Leo College; and (2) student classification, based on total earned hours, including hours in residence and

hours in transfer. The cumulative grade point averages (GPA) required to ensure that a student is academically eligible to remain in college are as follows:

Semester Hours Attempted	Student Classification	Required Cumulative GPA				
Fewer than 24 Attempted Hours	Freshman					
at Saint Leo	Sophomore to Senior 2.00 (More than 30 Earned Hours)					
24 to 37 Attempted Hours	Freshman					
at Saint Leo	Sophomore to Ser (More than 30 Earn	nior 2.00				
38 or more Attempted Hours at Saint Leo	Sophomore to Ser (More than 30 Earn					

Academic probation is reported to students on grade mailers sent each term. If the student's cumulative GPA falls to the point of academic suspension, the grade mailer reports "suspension pending." Academic suspension is subsequently enacted formally by a letter of notice from the dean

Appeals. Students have the right to appeal academic suspensions. Appeals for reinstatement, which should be addressed in writing to the resident center director, will be resolved by the Dean of the Military Education Program.

Reinstatement. Students suspended from Saint Leo College for poor scholarship may apply for readmission after completing at least 12 semester hours of acceptable work at another accredited college, or after four MEP terms if they do not pursue studies elsewhere. A student who is reinstated remains on academic probation.

The petition for reinstatement should include evidence that the student's circumstances have been altered favorably toward successful pursuit of the degree program. Evidence may include an official transcript of course work completed elsewhere or a letter of recommendation from a military education services specialist, academic counselor, or faculty member.

Disciplinary Standards and Codes. The members of the Saint Leo College community understand that the learning that takes place through classroom instruction, social functions, religious

activities and other interpersonal relationships is the primary concern of the College.

The College does not outline in detail either its requirements or its prohibitions. Students are met on a level of mutual regard and trust. Nevertheless, students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College. MEP resident center directors are authorized to act as agents of the College in disciplinary matters.

# The Associate of Arts Degree Program and the Basic Studies

Recognizing the need for its students to become acquainted with the major branches of human knowledge, Saint Leo College places strong emphasis on a liberal exposure to the arts and sciences through its program of basic studies. The expected outcome of the basic studies program is that students will develop a broad array of collegiate-level skills, knowledge, and abilities leading to self-knowledge and an enhanced understanding of their relationships and their world.

Candidates for the Associate of Arts degree must fulfill Basic Studies I requirements (30 semester hours), 30 semester hours of general electives, as well as all other academic and administrative criteria specified in the Degree Requirements section. Candidates for the Bachelor of Arts degree must fulfill Basic Studies I and Basic Studies II, and must fulfill all other academic and administrative criteria specified in the Degree Requirements section.

# Basic Studies I

The following are Basic Studies I requirements for students matriculated through the Military Education Program. Students are required to complete a total of 30 semester hours chosen from the list of subject areas specified below. The number of required semester hours per subject area are also provided. In selecting specific courses, students must fulfill prerequisite requirements.

English

(Both coures are required)

**ENG 121 Composition** 

ENG 122 Composition and Literature

(one 3 semester hour course from the following)

\*Literature (ENG)

Speech (SPH)

Foreign Language

Fine Arts

(one 3 semester hour course from the following)

Art (ART)

Fine Arts (FAS)

Music (MUS)

Dance (DAN)

Theatre (THE)

Humanities (HUM)

Philosophy

(one 3 semester hour course from the following)
Philosophy (PHI)

\_\_\_\_\_

Religious Studies (one 3 semester hour course from the following)

Religious Studies (REL)

**Natural Science** 

(one 3 semester hour course from the following)

Biology (BIO)

Chemistry (CHE)

Oceanography (OCE)

Physics (PHY)

Mathematics

(one 3 semester hour course from the following)

Mathematics (MAT 121 or higher)

History

(one 3 semester hour course from the following)

History (HTY)\*\*

Political Science (POL)

Social Science

(one 3 semester hour course from the following)

Psychology (PSY)

Sociology (SOC)

Social Work (SWK)

Total Basic Studies I requirements: 30 semester hours.,\*One Basic Study must be Literature for the bachelor's degree.

\*\*One Basic Study must be History for the bachelor 's degree.

# Basic Studies II

The following are Basic Studies II requirements for students matriculated through the Military Education Program. Students are required to complete a total of 15 semester hours chosen from the list of subject areas specified below. The number of required semester hours per subject area are also provided. These requirements are in addition to Basic Studies I. In selecting specific courses, students must fulfill prerequisite requirements.

Humanities

(one 3 semester hour course from the following)

Art (ART)

Dance (DAN)

\*English (ENG)

Music (MUS)

Fine Arts (FAS)
Humanities (HUM)

Theater (THE)

Speech (SPH)

Foreign Language

Religious Studies or Philosophy (one 3 semester hour course from the following)

Philosophy (PHI)

Religious Studies (REL)

**Religious Studies** 

(one 3 semester hour course from the following)
Religious Studies (REL)

Natural Science or Mathematics (one 3 semester hour course from the following)

Mathematics (MAT 121 or higher)

Biology (BIO)

Chemistry (CHE)

Physics (PHY)

Oceanography (OCE)

COM 201 Principles of Data Processing

COM 205 Programming in Basic

Social Science

(one 3 semester hour course from the following)

\*\*History (HTY)

Political Science (POL)

Psychology (PSY)

Sociology (SOC)

Sociology (SOC)

Social Work (SWK)

\*One Basic Study must be Literature for the bachelor's degree.

\*\*One Basic Study must be History for the bachelor's degree.

# Majors and Minors

Students usually select their majors prior to the completion of 60 semester hours applicable to Saint Leo College degree programs. B.A. degree-seeking students are urged to make a careful selection of major as early as possible in the process of pursuing a degree. Some forms of student funding, such as veterans benefits, require an early commitment to a particular program of studies.

Students may earn up to two majors or a major and a minor.

Majors. Programs of study and specific course requirements for the various majors offered by Saint Leo College are described within the academic division and program areas of this catalog. Course requirements are fulfilled within four program components: (1) Basic Studies I; (2) Basic Studies II; (3) major requirements and major electives; (4) general electives (which may include upper division elective requirements in some majors). Some Basic Studies courses satisfy requirements for certain majors.

Minors. Programs of study leading to a minor are offered in some academic divisions. A minor requires a minimum of 15 semester hours and a maximum of 21 semester hours. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. A minor is not required for graduation.

# Degree Requirements

To earn the associate's degree a Saint Leo College MEP student must meet the following requirements:

- 1. Complete a minimum of 60 semester hours.
- 2. Complete Basic Studies I (see below).
- 3. Attain a minimum cumulative grade point average of 2.00.
- 4. Complete such comprehensive examinations as may be required by the College.
- Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
- 6. Fulfill the residence requirement (minimum 15 semester hours).
- 7. Satisfy all financial obligations.
- Apply for graduation at the resident center.

To earn the **bachelor's degree** a Saint Leo College MEP student must meet the following requirements:

- 1. Complete a minimum of 120 semester hours.
- 2. Complete Basic Studies I and II (see below).
- 3. Complete a minimum of 39 semester hours of course work at the 300-400 level.
- 4. Attain a minimum cumulative grade point average of 2.00.
- Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
- 6. Complete all the requirements of the student's academic division and major.
- 7. Attain a minimum grade point average of 2.00 in the major.
- 8. Complete such comprehensive examinations as may be required by the College.
- 9. Fulfill the residence requirement (minimum 30 semester hours).
- 10. Satisfy all financial obligations.
- 11. Apply for graduation at the resident center.

# Outcomes Assessment Requirement

Students may be required to take tests or complete surveys designed to measure basic studies achievement and/or achievement in selected major areas for the purpose of evaluating institutional effectiveness.

# Application for Graduation

Students must make formal application for graduation at the resident center. Students should apply for A.A. graduation one term in advance and B.A. graduation two terms in advance.

Students should note the difference between degree completion date and degree conferral date. The degree completion date is the end date of the term in which all requirements have been satisfied. Degree conferral dates are specific dates authorized by the Board of Trustees for release of diplomas. A.A. diplomas are released on the first of each month. B.A. diplomas are released on five dates each year. January 1, April

28 (varies with campus commencement), June 1, September 1, and November 1. While B.A. diplomas are held pending the next conferral date, the College will document degree completion through a letter signed by the Registrar and validated by the raised seal of the College. Students are encouraged to allow 30 days processing time when requesting transcripts to document degree completion.

Graduation with Honors. MEP students who have earned at least 30 but fewer than 45 semester hours in residence with a cumulative grade point average of 3.50 will receive the annotation "With Honors" on diplomas and transcripts when they complete the B.A. degree.

Students who have earned at least 45 semester hours at Saint Leo College and have the specified cumulative grade point averages will receive the following B.A. degree honors:

Honors Level
Summa Cum Laude
Magna Cum Laude
Cum Laude

Qualifying GPA 3.90 and above 3.75 to 3.89 3.50 to 3.74

Honors are not awarded with the associate of arts degree.

# Commencement Exercises

Saint Leo College resident centers generally hold formal graduation ceremonies at the military installation once a year. Some resident centers in close proximity hold combined ceremonies. Students may gain information and register to participate in local graduations at the resident center. MEP students who qualify for graduation may elect to participate in the campus ceremony held each April. Students who wish to participate on campus must give advance written notice to the campus MEP office by March 15th.

# Financial Aid Procedures and Regulations

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, or marital or parental status. Federal programs require that the recipients be United States citizens

or permanent residents of the United States. Financial need is determined by the College Scholarship Service on the basis of the financial aid information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school guidance offices and college financial aid offices, as well as from the resident center directors or the Saint Leo College Office of Financial Aid.

Since conditions vary from year to year, a new application must be submitted for each academic year.

## Academic Year

For financial aid purposes, the academic year within MEP consists of four terms:

August to October

October to December

January to March

March to May

MEP's fifth term (May to July) is considered a summer term and is not funded under some financial aid programs.

# Application Process for Financial Aid

The application process takes several weeks and may be lengthened for various reasons so we recommend that students apply for aid as early as possible prior to enrollment, preferably in February of each year for the following August term.

To apply for aid, file your state's FAF with College Scholarship Service and, for more information contact:

Office of Financial Aid and Veterans Affairs P.O. Box 2228

Saint Leo, FL 33574-2228 Phone: (904)588-8387

# Federal and State Financial Aid Available to Students

Federal Pell Grant. All students must apply for this grant before being considered for any other kind of aid, using the Financial Aid Form (FAF) from the College Scholarship Service. State Grants. Many states have grants which can be used at colleges out of state. Criteria of eligibility, application procedures, and deadlines vary, so it is suggested that students contact their respective state department of education. Students must apply for the Pell grant and their state grant before applying for a Stafford Loan or a Supplemental Loan for Students.

Vocational Rehabilitation. Each state has a program for handicapped persons and blind persons.

Veterans Benefits. Saint Leo College is approved for veterans training. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty military, retired or separated, dependents and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations. Further information may be obtained from the College VA certifying officials at resident centers.

Stafford Loans. Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Prior to applying for a loan a student must file the Financial Aid Form to show need and establish his/her eligibility for a Pell-grant or a state grant. Recommended time to start the loan application process is three months prior to entrance.

Parents Loans for Undergraduate Students (PLUS). These loans may be obtained by parents for undergraduate students who do not demonstrate a sufficient need for the Stafford Loan.

Supplemental Loans for Students (SLS) may be obtained by self-supporting students who do not demonstrate a sufficient need for the Stafford Loan.

Florida Tuition Voucher. This fund provides tuition assistance to bona fide residents of Florida in an amount varying yearly depending on state funding and is not based on need. The aid is dispersed biannually to students who maintain enrollment and grade point standards. As described below, students must comply with Florida requirements related to the College Level Academic Skills Test (CLAST). Apply through Florida resident centers.

Nathan Altschuler Memorial Scholarship Fund. Income from this fund will be used to assist deserving active duty military students currently enrolled in the Military Education Program who demonstrate unmet financial need. Apply to resident center directors.

# Refund of Financial Aid

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations.

# Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College policies, state aid agency regulations, guarantee agencies, VA regulations, or federal regulations, depending on sources of funds.

A. Hours Earned. Students enrolled half-time (three hours per term) must earn no less than three new\* hours each term they are enrolled, and not less than 12 new\* hours per academic year.

Students enrolled full-time (six hours or more per term) must earn no less than six new hours per term of enrollment and no less than 24 new\* hours per academic year.

Exception: Students enrolled in college for the first time, and enrolled for six hours, may earn only three new hours for the first two terms of enrollment only. Thereafter they must earn six new hours each term they are enrolled full-time and no less than 24 hours for each academic year or five consecutive term periods.

- New Hours and Repeats: Aid will not be disbursed twice to cover the same course. A student receiving aid while attempting to earn credits will not receive aid to repeat the course if the student fails or withdraws from the course.
- **B.** Grade Point Average. All students must maintain a minimum cumulative GPA of 2.00. Exception will be made for students enrolled for the first time in college who may retain their eligibility for federal aid if they maintain a min-

imum of 1.75 cumulative GPA during their first year of enrollment.

State Aid. Recipients must maintain a cumulative GPA of 2.00 and earn six hours each term of enrollment under aid.

Loan Agencies. Various lending agencies have various standards of progress. In some cases, an agency will require a student to go up one class (from freshman to sophomore, for example) before approving a subsequent loan.

A student earning 30 or more hours per academic year and maintaining at least a 2.00 GPA should be able to meet all agencies' standards.

# The Right to Appeal Loss of Aid

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following term. Financial aid may be reinstated during that term on one of the following conditions:

- Provided a student who has had extraordinary medical problems appeals to the Financial Aid Committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes. Such appeal must be mailed to the Financial Aid Committee, P.O. Box 2228, Saint Leo, FL 33574-2228, within two weeks of having received notification of cancellation.
- 2. Provided during the term for which awards were cancelled and prior to the end of that term, a student raises his/her academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed and appeal for reinstatement of aid.

# **CLAST**

Requirements for Students Receiving the Florida Tuition Voucher or Florida State Assistance Grant:

Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of aid for that student until the CLAST is taken.

Failure on one (or several) of the CLAST subtests does not result in loss of aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects, during the term for which state aid is desired. CLAST tests are given three times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Drawer S, Saint Leo, FL 33574-4012. Applications are also available from the College Financial Aid Office.

# Resident Center Addresses and Telephone Numbers

## Virginia

Saint Leo College Center P.O. Box 5220

Ft. Lee, VA 23801

Phone: (804) 861-9634/734-2255

Saint Leo College Center P.O. Box 4326

Ft. Eustis, VA 23604

Phone: (804) 887-1166/0655

Saint Leo College Center Base Education Center

P.O. Box 629

Langley AFB, VA 23665

Phone: (804) 766-1814/1812

Saint Leo College Center Naval Amphibious Base

Building 3005

Norfolk, VA 23521

Phone: (804) 464-6449/0242/5316

Saint Leo College

Tidewater Center Administration Office

P.O. Box 629

Langley AFB, VA 23665 Phone: (804) 766-1297

Georgia

Saint Leo College Center

Building 179

Ft. McPherson, GA 30330

Phone: (404) 755-5898/2420

Saint Leo College Center

Army Education Center

P.O. Box 3430

Ft. Stewart, GA 31314

Phone: (912) 876-0646/767-8545

Saint Leo College Center

P.O. Box 42119

Savannah, GA 31409

Phone: (912) 352-3417

Florida

Saint Leo College Center

P.O. Box 9036

Hurlburt Field, FL 32544

Phone: (904) 581-3755

Eglin: (904) 678-5471 Saint Leo College Center

31st MSSQ/MSE

Homestead AFB, FL 33039

Phone: (305) 257-4388

Saint Leo College Center

P.O. Box 6063

MacDill AFB, FL 33608

Phone: (813) 830-4305

Saint Leo College Center

P.O. Box 9033

Naval Air Station

Key West, FL 33040

Phone: (305)292-2847

#### North Carolina

Saint Leo College Center

4th MSSQ/MSE

Seymour Johnson AFB, NC 27531

Phone: (919) 735-4829

#### South Carolina

Saint Leo College Center

**Education Office Center** 

354th MSSQ/MSE

Myrtle Beach AFB, SC 29579

Phone: (803) 238-2332

Saint Leo College Center

363rd MSSO/MSE

Shaw AFB, SC 29152

Phone: (803) 666-3221

#### Louisiana

Saint Leo College Center

Base Education Center

23rd CSG/DPE

England AFB, LA 71311-5000

## Campus

Saint Leo College

Military Education Program

P.O. Drawer 2277

Saint Leo, FL 33574

Phone: (904) 588-8206

Locations and Programs of Study										
Programs		M	R	С	P	S	Н	В	C*	
Locations	A A	U S	E L	R I	S Y	O C	R A	U S	O M	
Locations	A	<u> </u>	L	1	1		A	<u> </u>	IVI	
Florida										
Hurlburt Field/	X				X		X			
Eglin AFB										
MacDill AFB	X			X	X	X	X	X	X	
Homestead AFB X	X			X	X	X	X	X	X	
Key West NAS	X			X			X	X		
Georgia										
Fort McPherson X			X	X	X	X	X	X		
Hunter Army Air Field	X			X		X	X	X		
Fort Stewart	X			X			X	X		
Louisiana										
England AFB	X						X	X	X	
North Carolina										
Seymour Johnson AFB	X						X	X		
South Carolina										
Shaw AFB	X			X			X	X	X	
Myrtle Beach AFB X				X			X		X	
Virginia		·								
Tidewater Center										
Fort Eustis	X			X	X	X	X	X	X	
Langley AFB	X			X	X	X	X	X	X	
Naval Amphibious Base	X	X	X	X	X	X	X	X	X	
Fort Lee	X						X	X	X	

Classes are also scheduled at classroom locations near several of these military installations.

# **Programs:**

#### **Associate of Arts Degree**

AA: Associate of Arts in Liberal Arts (no major) **Bachelor of Arts Degree** with the following majors:

MUS: Music

REL: Religious Studies
CRI: Criminology
PSY: Psychology
SOC: Sociology

HRA: Human Resources Administration

BUS: Business Administration. Availability of specialties within this major varies by resident

center. See Business Administration section for descriptions of specialties.

<sup>\*</sup>These resident centers are equipped with computer laboratories to offer the minor in Computer Information Systems.

# Course Offerings

Presented in the following pages are descriptions of courses of instruction offered by Saint Leo College. Courses are listed in alphabetical order according to subject.

Courses listed represent the normal offerings. Some courses are offered only in alternate years. Consult the class schedule each semester for exact course offerings. Any course may be withdrawn from the schedule if insufficient enrollment or other factors warrant such

The number of credits listed opposite the course designation and number refers to the number of semester hours of credit granted for the successful completion of the course.

# Academic Support Services

COL 101

3 credits

Introduction to College

Prerequisite: Entering freshman status.

The course has four main objectives. It provides an on-going orientation to Saint Leo College; allows for analyses of personal, academic and career goals; helps students develop or improve study skills; and addresses solutions to specific as well as general problems encountered during the freshman year.

COL 102

1 credit

CLAST Remediation

A course required of all students who fail any of the four parts of the CLAST. It is intended to remediate individual academic deficiencies. Each section focuses on reading, English language skills, essay or math. Lab work required.

COL 103

1 credit

Seminar on Self-Awareness

This course is designed to enhance students' understanding of college life, what they can expect from it, and what they are expected to give to it. The course includes a required writing component. This is a pass/fail course.

**ENG 112** 

3 credits

College Reading Skills

Designed to help students improve their basic reading and study skills. Includes classroom instruction and laboratory practice in developing vocabulary, comprehension and rate of reading.

ENG 120

3 credits

Developmental Composition

A course designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills.

**ENG 120S** 

3 credits

Developmental Composition for Speakers of Other Languages

The same course as ENG 120 except that increased emphasis is placed on English idiomatic usage.

MAT 101

3 credits

Introduction to Algebra

A course designed to help students improve basic mathematical skills and to build a foundation for algebra. The course is presented through assigned exercises and testing in the Mathematics Laboratory. Three hours per week.

Topics include whole numbers, rational numbers, proportion, percents, integers, order of operations, exponents, algebraic expressions, linear equations and literal equations. Offered in Fall and Spring Semesters.

A minimum grade of "C" is required in MAT 101 to take a higher numbered course in mathematics. This developmental course does not satisfy a Basic Studies requirement in mathematics.

COL 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor.

A variable content course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

# Accounting

ACC 201

3 credits

Principles of Accounting I

An introduction to the preparation and use of accounting information that is found in financial and operating statements. Study of the bases for measuring performances and making business decisions. Emphasis is on problems of measurement of income and expense, working capital and investments. Includes material on corporations, fund-flow and interpretation of financial statements.

ACC 202

3 credits

Principles of Accounting II

Prerequisite: ACC 201

A continuation of ACC 201 with emphasis on problems of measurement of income and expense, working capital, and investments. Includes material on corporate investments and liabilities, cash flow statements, cost accounting, cost-volume analysis, budgeting, capital budgeting, and internal decision making.

ACC 221

Financial Accounting An introduction to the preparation and use of accounting information that is found in financial and operating statements. Study of the bases for measuring performances and making business decisions. Emphasis is on problems of measurement of income and expense, working capital and investments. Includes material on corporations, fund-flow and interpretation of financial statements.

ACC 301

3 credits

3 credits

Intermediate Accounting I

Prerequisite: ACC 202

Study of the development of generally accepted accounting principles and valuation models in the application to the general presentation of financial statements

ACC 302

3 credits

Intermediate Accounting II

Prerequisite: ACC 301

A continuation of the development of generally accepted accounting principles and valuation of liabilities and equities, revenue realization, accounting changes, income taxes, leases, and financial statement disclosures.

ACC 326

3 credits

Managerial Accounting

Prerequisite: ACC 202

A study of the tools in quantifying and presenting financial data to managers of businesses and non-profit organizations. The course is designed for the non-accountng student. ACC 331 can substitute for this course.

ACC 329

3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor and division

chair.

Designed for small groups of students to pursue a particular aspect of accounting that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ACC 331

3 credits

Cost Accounting I Prerequisite: ACC 202

A study of relevant costs for decision-making, cost accounting fundamentals, systems and management control.

ACC 332

3 credits

Cost Accounting II

Prerequisite: ACC 331

A continuation of ACC 331 emphasizing cost analysis, capital budgeting, inventory planning and other costs.

ACC 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair

A variable content course in accounting that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ACC 401

3 credits

Advanced Accounting Prerequisite: ACC 302

Accounting principles for mergers, acquisitions and consolidations, and worksheet analysis of consolidation principles, partnership accounting. Introduction to international accounting and fund accounting.

ACC 403

3 credits

Accounting Information Systems Prerequisite: ACC 302

Principles involved in setting up business or nonprofit organization accounting systems, related source documents, internal controls, and the interface with the need of management of the organization, integration of systems to computer applications, and managing computer internal controls, designs, and implementation.

ACC 404

3 credits

Fund Accounting for Government and Not-for-Profit Organizations Prerequisite: ACC 202

Accounting principles as they apply to governments and not-for-profit organizations (cities, hospitals, universities, etc.). Management accounting principles as they apply to these organizations.

ACC 405

3 credits

Accounting Theory and Research

Prerequisite: ACC 302

Pure accounting theory - its concepts, theorems and propositions - is looked into with openness to seeking better accounting information. The research portion blends the practical application of theory to current real problems in decisions as to how financial statements should be presented.

ACC 411

3 credits

Auditing I

Prerequisites: ACC 302, GBA 325

Principles and procedures of internal and public auditing. The ethics, responsibilities, standards and reports of professional auditors.

ACC 412

3 credits

Auditing II

Prerequisite: ACC 411

A continuation of ACC 411 emphasizing accounting systems, applications of auditing programs, and current developments in the field of public accounting.

#### ACC 421

3 credits

Federal Taxes I

Prerequisite: ACC 202

An introduction to the federal income tax structure with emphasis on statutes and regulations relating to the concept of taxable income emphasizing the taxation of individuals.

#### ACC 422

3 credits

Federal Taxes II Prerequisite: ACC 421

An introduction to federal taxation of corporations, partnerships, trusts and estates with an expanding emphasis on corporate taxation.

#### ACC 423

3 credits

Estate, Trusts and Gifts Taxation

Prerequisite: ACC 202

Review of the tax laws as regards estates and gifts and applicable property transactions related to estates and gifts. Review of the tax law regarding the taxable income of estates and trusts and how they differ from the taxable income of individuals and corporations.

#### ACC 425

3-12 credits

Accounting Internship

Prerequisites: Junior or senior standing and permission of division chair.

Use skills learned in the classroom to design, put into use, or improve accounting procedures within small businesses and agencies or obtain experience in a corporate setting or CPA firm. As an intern the student will experience and learn functions of accounting which may include: financial statement analysis; inventory analysis; flexible budgeting; fixed asset conversion; interoffice settlement account; banking function; price level adjusted statements; consolidations; replacement costing; auditing; taxes.

#### ACC 429

1-3 credits

Advanced Directed Study and Research Prerequisite: Permission of instructor and division chair

Intensive individual study in a particular aspect of accounting that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Art

ART 121 is prerequisite to all higher-numbered studio art courses, but in certain special cases, as determined by the instructor, the requirement may be waived.

The Studio I and II sequence may be taken in such disciplines as drawing, painting, and graphics. Normally the students must first complete the appropriate beginning course in the specialty in which they wish to take Studio I or II. For example, ART 221 Drawing, ART 223 Beginning Painting, or ART 225 Graphics must be completed before enrolling in studio in any of these specialties.

In all cases involving advanced work, permission of the division chair is also required.

#### **ART 121**

3 credits

Visual Fundamentals I

Introduction to the principles of art through individual creative development, emphasis on twodimensional design concepts. Six hours of studio per week.

#### ART 122

3 credits

Visual Fundamentals II

Prerequisite: ART 121 or permission of instructor.

A continuation of ART 121, emphasis on threedimensional design. Six hours of studio per week.

#### **ART 123**

3 credits

Art Appreciation

Basic terms, theories and techniques of the artist; major art movements; media in the visual arts.

#### **ART 221**

3 credits

Drawing

Prerequisite: ART 121 or permission of instructor.

Freehand drawing from landscape, live models and objects, with emphasis on training students to see, to understand and to report through drawing. Six hours of studio per week.

#### **ART 223**

3 credits

Beginning Painting

Prerequisite: ART 121 or permission of instructor.

Introduction to studio painting. Investigation and experimentation with mixed and intense colors, large and small compositions. Color-value compositions with a variety of color media accepted for individual exploration. Six hours of studio per week.

#### **ART 224**

3 credits

Beginning Sculpture

Prerequisite: ART 121 or permission of instructor.

Introduction to three-dimensional work in various media with emphasis on the development of understanding and effective use of space and volume through planes, shapes, positive/negative space relationships and color. Six hours of studio per week

**ART 225** 

3 credits

**Graphics** 

Prerequisite: ART 121 or permission of instructor.

Creative processes and projects in relief, intaglio, screen and planographic techniques. Six hours of studio per week.

ART 321

2-6 credits

Studio I

Prerequisites: Appropriate 200-level course and permission of division chair.

Individual development according to talent in one of the following specialities: painting, sculpture, graphic design and drawing. May be repreated for credit. Two hours of studio per week for each hour of credit.

ART 322

3 credits

History of Art I

General survey of the cultural development of mankind from earliest times through the French Revolution as reflected in painting, architecture and sculpture.

**ART 323** 

3 credits

History of Art II

Studies in modern art as related to cultural development, beginning with the 19th century and continuing through the present, with emphasis on the contemporary scene.

ART 325

3 credits

History of Photography

Studies in photography from the early inventors to the modern masters. Also, students will have an opportunity to discuss photographs of their own creation.

ART 326

3 credits

Art in the Elementary School

Prerequisite: ART 121

The theory and practice of art instruction in the elementary school: understanding the creative experience in visual arts through classroom lecture, workshop activity and selected field experiences.

ART 327

3 credits

Art in the Secondary School

Prerequisite: ART 121

Techniques of teaching art to the secondary school student, emphasizing development of the student's creative work. Included are drawing, design, three-dimensional approaches and painting, with selected field experiences.

ART 329

3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of art that is not covered or is treated less rigorously in regular course offerings. The

course is taught in seminar fashion and meets for 36 contact hours.

ART 100-400

1-3 credits

Special Topics
Prerequisite: Permission of instructor and division chair.

A variable-content course in art that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ART 421

2-6 credits

Studio II

Prerequisites: ART 321 and permission of instructor.

Continuation of individual development with special focus on approaches and techniques of individual conceptualization as well as perceptive/manipulative skills. May be repeated for credit. Two hours of studio per week for each hour of credit.

ART 429

1-3 credits

Advanced Directed Study and Research
Prerequisites: Permission of instructor and division
chair.

Intensive individual study in a particular aspect of art that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

**Biology** 

BIO 121

3 credits

Introduction to Biology

(Non-Majors)

A general, coordinated study of living organisms including human beings. The course covers these topics: cell structure and function, a survey of the protist, plant and animal kingdoms, early development of multicelled organisms and the principles of heredity. Offered every semester.

BIO 125

△ credits

Principles of Biology

(Majors)

A course designed to familiarize students with cell chemistry, cell structure and function, cell reproduction and inheritance. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

**BIO 220** 

3 or 4 credits

Human Anatomy and Physiology

Prerequisite: BIO 121 or 125.

Required of students majoring in physical education. Functional anatomy and physiology with emphasis on the central nervous, muscular, appendicular and endocrine systems. Three or four lectures per week. Offered every semester.

**BIO 224** 

3 credits

Health Science

A study of health problems and programs relating to individuals as a means of improving living. Establishes a basis for positive health through the study of various conditions which affect health.

#### **BIO 311**

4 credits

Invertebrate Zoology

Prerequisite: BIO 125 or permission of division chair.

A study of the main characteristics of the principal invertebrate phyla, including general trends in the development of body systems, behavior and adaptations to particular modes of life. Three lectures and one

three-hour laboratory per week. Offered in the Spring Semester.

RIO 312

4 credits

Vertebrate Zoology Prerequisite: BIO 311

A study of the structure, physiology, reproduction, ecology, behavior and evolution of the vertebrates. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

**BIO 313** 

4 credits

Botany

Survey of the plant kingdom. Study of the structure, life processes, reproduction and evolutionary relationships of plants. Local flora serve as a basis for taxonomic studies. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

**BIO 321** 

4 credits

Vertebrate Embryology Prerequisite: BIO 125

A study of development combining the traditionally solid morphological approach with the modern experimental and conceptual approach. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester of odd years.

**BIO 322** 

4 credits

Comparative Vertebrate Anatomy

Prerequisite: BIO 125

Elective for biology majors. Comparative study of the vertebrate groups with particular reference to the phylogenetic development. Three lectures and one three-hour laboratory per week.

**BIO 323** 

4 credits A stud

Introduction to Plant Taxonomy Prerequisites: BIO 125 and BIO 313

A study of the principal families of the angiosperms including phytography and its terminology, the construction and use of keys, nomenclature, concepts of

taxa and survey of taxonomic literature. Three lectures and one three-hour laboratory per week.

**BIO 324** 

4 credits

Cell Physiology

Prerequisites: BIO 125 and CHE 124

An in-depth study of the anatomy and physiology of the animal and plant cell. Techniques such as electrophoresis, thin layer chromatography and cell fractionation will be emphasized in the laboratory. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester of odd years.

BIO 325

4 credits

**Ecology** 

Prerequisite: BIO 125

Principles of ecology based on field and laboratory studies of local plant and animal communities. Three lectures and one three- hour laboratory per week. Offered in the Fall Semester of even years.

**BIO 329** 

3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor and division

chair.

Designed for small groups of students to pursue in depth a particular aspect of biology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

BIO 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in biology that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

BIO 421

4 credits

Genetics

Prerequisites: BIO 125 and CHE 311 or permission of instructor.

Principles of genetics (evolutionary and biochemical) dealing with the molecular nature of heredity determinants. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester of even years.

BIO 422

3 credits

Immunology

Prerequisite: BIO 324 or permission of instructor.

A study of the immune response with emphasis on antigenicity and the structure of antibodies. Offered in the Spring Semester of even years.

**RIO 424** 

4 credits

**Parasitology** 

Prerequisite: BIO 311

A study of the more important protozoan, helminth and arthropod parasites including their taxonomy, morphology, physiology, pathogenesis and treatment. Special emphasis will be placed upon human parasites. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester of odd years.

**BIO 425** 

4 credits

Microbiology

Prerequisites: BIO 125 and CHE 124

A study of virus, bacteria and fungi including their morphology, physiology and pathogenesis. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester of even years.

**BIO 429** 

1-3 credits

Advanced Directed Study and Research
Prerequisites: Permission of instructor and division
chair.

Intensive individual study in a particular aspect of biology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Chemistry

CHE 121

3 credits

Chemistry and Society

This course discusses briefly the principles underlying the science of chemistry and applies the knowledge of basic chemistry to major problems currently facing us. It discusses the broad scope of chemistry and its relation to problems of pollution, drugs, energy resources, food production, and life processes, and to products of major importance, such as fuels, plastics, rubber, textiles, detergents and agricultural chemicals. Offered every semester.

**CHE 123** 

4 credits

General Chemistry I

Required of students majoring in science. A beginning course in chemistry. Fundamental laws and theories, including atomic and molecular structure. The periodic law, gas laws, mass and energy relationships, chemical equilibrium and other topics. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

CHE 124

4 credits

General Chemistry II Prerequisite: CHE 123 A continuation of general chemistry with qualitative analysis. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

CHE 311

4 credits

Organic Chemistry I Prerequisite: CHE 124

Fundamental principles of organic chemistry. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

CHE 312

4 credits

Organic Chemistry II
Prerequisite: CHE 311

Continuation of CHE 311. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

CHE 321

4 credits

Quantitative Chemical Analysis Prerequisites: CHE 124 and MAT 161

Theoretical principles and laboratory techniques involved in quantitative determination of inorganic compounds. Determinations include acidimetry, alkalimetry, redox titrimetry, compleximetric titrimetry, iodimetry and gravimetry. Two lectures and two three-hour laboratories per week. Offered in alternate years.

CHE 329

3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of chemistry that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

CHE 100-400
Special Topics

1-3 credits

Prerequisite: Permission of instructor and division

A variable content course in chemistry that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

CHE 429

1-3 credits

Advanced Directed Study and Research
Prerequisites: Permission of instructor and division

Intensive individual study in a particular aspect of chemistry that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Computer Studies

**COM 123** 

3 credits

Introduction to Word Processing on Microcomputers

An introduction to the use of microcomputers in the preparation of text for documents such as letters, reports, manuscripts and research papers. Students will use a word processing application package to learn the fundamentals of computer keyboarding and electronic writing and editing. Combination of data processing and text processing will be explored. Lab fee.

# **COM 130**

3 credits

Microcomputer Applications

An introduction to uses of microcomputers with emphasis on the operating system, word processing, spreadsheets and data bases. Students will use commercial software packages in the microcomputer laboratory to gain an understanding of software functions and to develop personal competency in practical applications of microcomputers. Lab fee.

# **COM 201**

3 credits

Principles of Data Processing

A framework for the analysis and development of management information systems through a study of computer systems, required input, programs, files, documents and reports for typical information systems.

#### COM 205

3 credits

Programming in BASIC

An introduction to information processing and problem solving through the use of the BASIC programming language in the laboratory. Some knowledge of algebra is expected. Lab fee.

# **COM 210**

3 credits

Computer Language and Logic

Prerequisite: COM 205 or permission of instructor.

Continued application of procedure-oriented languages. The student will use algorithm components and programming languages logic to translate data information through structured design, coding, testing and debugging more complex computer programs. Lab fee.

# **COM 220**

3 credits

Introduction to COBOL

An introduction to the widely used business oriented programming language. Students will use structured techniques to design, write and test programs using this popular high-level language in a hands-on laboratory environment. Information processing concepts will include input editing, file and record handling, control breaks and report generation. Lab fee.

### **COM 310**

3 credits

Software and Hardware Concepts

Prerequisite: COM 210 or permission of instructor, based on extensive experience with complex computer languages.

A study of computer systems and the relationships between hardware architecture, systems software and applications software. A study of available operating systems and software in the laboratory.

### **COM 320**

3 credits

Systems Analysis and Design

The typical system development cycle including analysis of current systems, logical systems design, physical systems design, program development, testing, implementation, maintenance and documentation. Students are given real life systems to design, implement and document.

### COM 329

3 credits

Directed Study or Research

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue a particular aspect of computer studies that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

#### COM 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in computer studies that is designed for a specific class level: freshman (100) through seniors (400). Topic is announced in advance of registration.

# **COM 410**

3 credits

Data Base Concepts

Structures of data base management systems, applications of data structures, network, relational, and hierarchical data models, application program development, query systems, file security and the role of data base administrators. Students will use a real management system in the laboratory to create and maintain data files. Lab fee.

#### COM 421/MGT 421

3 credits

Management Information Systems

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources and its information requirements through the study of computer-based decision support processes.

COM 422

3 credits

Advanced Data Base Concepts

Prerequisite: COM 410 or permission of instructor.

Continuation of COM 410 with in-depth study of file management and data base/data communications. Case studies will be used to show the development, design and implementation of functional information systems. Lab fee.

**COM 429** 

1-3 credits

Advanced Directed Study and Research
Prerequisites: Permission of instructor and division

Intensive individual study in a particular aspect of computer studies that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

COM 499

3 credits

Information Resource Management
Prerequisite: COM 421 or permission of instructor.

An advanced course for computer information systems emphasizing the integration of information and environmental systems to support broad strategic planning decisions. This course will involve lectures, readings and discussions.

# Criminology

See Sociology

# Dance

**DAN 112** 

1-2 credits

Dance Performance

Prerequisite: Admission by audition.

The learning and presenting of dance in concert.

DAN 125, 126

ea. 2-3 credits

Introduction to Modern Dance I & II

Fundamentals of modern dance technique, including the development of strength, flexibility, balance, control and endurance, with emphasis on proper body alignment.

DAN 127, 128

ea. 2-3 credits

Introduction to Ballet I & II

Fundamentals of classical ballet technique, including barre, center floor and locomotor movement.

DAN 129, 130

ea. 2-3 credits

Introduction to Modern Jazz Dance I & II

Fundamentals of modern jazz dance, including coordination, rhythm and isolation.

**DAN 131** 

2-3 credits

Introduction to Tap

The study of tap dance on the elementary level through the development of flexibility, endurance, strength, kinesthetic awareness, precision and rhythm.

DAN 225, 226

ea. 2 credits

Intermediate Modern Dance I & II

Prerequisite: Introduction to Modern Dance I & II or permission of instructor.

The study of modern dance technique on the intermediate level.

DAN 227, 228

ea. 2 credits

Intermediate Ballet I & II

Prerequisite: Introduction to Ballet I & II or permission of instructor.

The study of classical ballet technique on the intermediate level.

**DAN 231** 

2 credits

Intermediate Tap

Prerequisite:  $DA\bar{N}$  131 or permission of instructor.

The study of tap dance on the intermediate level through the development and refinement of fundamentals.

DANCE 234, 235

ea. 2 credits

Intermediate Modern Jazz Dance I & II
Prerequisite: Introduction to Modern Jazz Dance I
and II or permission of instructor.

The study of modern jazz dance on the intermediate level.

**DAN 236** 

2 credits

Dance Production

The study of various aspects of dance production with practical application in concert.

DAN 237

2 credits

Music for Dance

Prerequisite: Intermediate dance technique.

Rhythmic and structural analysis of music for dance technique, performance and composition.

DAN 321

3 credits

Dance History: Ballet

A study of ballet in France, Italy, Russia, England and the United States from the 15th to the 20th centuries.

**DAN 322** 

3 credits

Dance History: Modern Dance

A study of the development of various modern dance forms, including social, theatrical, jazz and modern dance.

**DAN 323** 

3 credits

Labanotation

Prerequisite: Intermediate dance technique.

The study and practice of reading and recording dance movement by means of symbols as devised by Rudolf Laban.

DAN 325, 326

ea. 2 credits

Advanced Intermediate Modern Dance I & II Prerequisite: Intermediate Modern Dance I or II or permission of instructor.

The study of the specific technique of a contemporary modern dancer on the advanced/intermediate level.

DAN 327, 328

ea. 2 credits

Advanced Intermediate Ballet I & II

Prerequisite: Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on the advanced intermediate level.

**DAN 329** 

3 credits

Directed Study or Research

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue a particular aspect of dance that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

**DAN 330** 

1 credit

Pointe

Prerequisite: Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on pointe.

**DAN 331** 

3 credits

Dance Pedagogy

Prerequisite: Intermediate technique, junior or senior.

Methods of teaching dance based on anatomical knowledge of the body with concentration on effective presentation skills, feedback and evaluation and development of lesson plans.

**DAN 333** 

3 credits

Creative Movement for Children

Prerequisite: Intermediate technique, junior or senior standing.

Instruction in movement skills, child development and creative activities needed to guide the child in the cultivation of movement.

**DAN 334** 

3 credits

Kinesiology for Dancers

Prerequisite: Intermediate technique, junior or senior.

An introduction to the study of human movement with specific application to dance, including anatomical structure, postural analysis and injury prevention.

DAN 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in dance designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

DAN 421

3 credits

Dance Composition I

Prerequisite: Intermediate dance technique.

The study of the structure of dance beginning with movement, phrasing, and patterns and progressing to traditional dance forms, including AB, ABA, theme and variation, and rondo.

**DAN 422** 

3 credits

Dance Composition II

Prerequisite: Dance Composition I.

The study of dance styles through improvisation and composition and the development of duet, trio and group dances.

DAN 425, 426

ea. 2 credits

Advanced Modern Dance I & II

Prerequisite: Advanced Intermediate Modern Dance I or II or permission of instructor.

Continuation of the study of a specific technique of a contemporary modern dancer on the advanced level with some work in repertory.

DAN 427, 428

ea. 2 credits

Advanced Ballet I & II

Prerequisite: Advanced Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on the advanced level.

**DAN 429** 

1-4 credits

Advanced Directed Study and Research

Prerequisite: Permission of instructor and division chair.

Intensive individual study of a particular aspect of dance not covered in the regular dance curriculum. Enrollment must be made before registration in the form of a written proposal. May be repeated for credit.

DAN 430

3-12 credits

Dance Internship

Prerequisite: Intermediate technique, junior or senior, 2.5 GPA. Permission of instructor.

Supervised field placement giving students an opportunity to study and work in a professional dance environment relating to their specific area of placement. Placements are available in dance studios, professional companies and recreational facilities. DAN 433, 434

ea. 2 credits

Specialized Study in Advanced Dance Technique

Prerequisites: Advanced Modern Dance I & II, Advanced Ballet I & II and permission of instructor.

Open to exceptional dance students who have attained an advanced level in modern dance and ballet and need further study, including individualized instruction.

# **Economics**

ECO 201

3 credits

**Principles of Macroeconomics** 

An introduction to the study of the determination of income, output, employment and prices in the American economy. Emphasis on the gross national product and its components.

ECO 202

3 credits

**Principles of Microeconomics** 

A study of economic analysis concerning the factors at work in the marketplace. Emphasis on demand and supply analysis.

ECO 302

3 credits

Intermediate Price Theory

Prerequisite: ECO 202

An in-depth study of microeconomic theory and its application to accounting, banking and finance. Quantitative methods will be introduced in basic problemsolving cases.

ECO 329

3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division

Designed for small groups of students to pursue in depth a particular aspect of economics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ECO 366

3 credits

Money and Banking Prerequisite: ECO 201

A study of the nature and function of money in our economy and its effect on price output and employment. Monetary theory and policy are investigated.

ECO 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in economics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance or registration.

ECO 423

3 credits

Public Finance and Taxation Prerequisites: ECO 201, ECO 202

A study and economic analysis of government expenditures, taxation, public debt, and monetary and fiscal policies. A critical examination of the role of the public sector in a mixed capitalistic system.

ECO 424/POL 424

3 credits

International Political Economy Prerequisite: ECO 201

An exploration of the linkage between politics and economics in international affairs. Emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U.S. economic foreign policy.

ECO 427

3 credits

Economic History of the United States

Prerequisites: ECO 201, ECO 202

Analysis of such problems in American economic history as land policy, working conditions and organization of labor, expansion of national income, development of transportation, production and distribution, and changing and public policy. Relates such problems to money, banking, tariff, public expenditures, taxation, the national debt and American political philosophies.

ECO 429

1-3 credits

Advanced Directed Study and Research Prerequisite: Permission of instructor and division

Intensive individual study in a particular aspect of economics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Education

EDU 112

3 credits

Introduction to Education

Survey of the theories and practices which have affected the institution of the school; exploration of the historical and sociological issues of education and their influences on the individual. Structure and operation of the American school system.

EDU 180

3 credits

Practicum I: Basic Principles of Teaching

This course begins the future teacher preparation. It also provides the opportunity for a student to determine if teaching is something he/she wants to pursue. Each student spends approximately 40 hours doing directed observation and tutorial work in an elementary

or middle-school classroom. Seminars focus on basic themes derived from Florida Essential Generic Teaching Competencies.

# EDU 221/PSY 221

3 credits

Human Growth and Development

A longitudinal study of human development, considering the emotional, physical, social and intellectual factors of growth from the prenatal period through old age. Three hours per week and scheduled field observation.

# **EDU 222**

3 credits

Contemporary Concerns in School and Society

Prerequisite: EDU 221

The study of societal issues which have an impact on the functioning of the schools. The major emphasis is on interventive techniques which are effective in multicultural education and with students who are at risk.

# **EDU 228**

3 credits

Microcomputers in Elementary Education Prerequisite: EDU 221 (or concurrently).

An exploration of computer-assisted instruction in the K-12 classroom. Major topics include integration of courseware into the curriculum, management system design for effective use of microcomputers, evaluation of educational software, and basic programming for the teacher. Offered Spring Semester only.

#### EDU 280

3 credits

Practicum II: Introduction to the Instructional Process

Prerequisite: EDU 180 and EDU 221.

The principle objective of this course is to teach the student how to write, present, and evaluate a lesson plan. Students spend 70-80 hours observing and teaching. Seminars provide education in direct instruction and opportunities for peer teaching practice. This course includes substantial instructor feedback and at least one formal observation.

# EDU 304

3 credits

The Exceptional Child

Prerequisite: EDU 221 (or concurrently).

Study of various exceptionalities and their incidence; includes etiology and identification of classifications of exceptionalities and relevant sociological, philosophical and psychological implications for education. Three hours per week and scheduled field observations. Offered Spring Semester only.

#### EDU 305

credite

Physical Education in the Elementary School Prerequisite: EDU 221 and Sophomore standing.

Designed for elementary education concentrators. Emphasis is on teaching skills, reference materials and equipment.

### EDU 315

3 credits

Theory and Research in Early Childhood Prereauisite: EDU 221/PSY 221 (or concurrently).

A survey of the theories and research related to child development and the teaching-learning process as applied to current early childhood programs. Lecture, seminar and observations are combined to establish relationships between theory and practice. Three hours per week and scheduled field experiences. Offered Fall Semester only.

# EDU 316

3 credits

Curriculum and Methods for Early Childhood

Prerequisite: EDU 221 and EDU 315 or permission of instructor.

An experientially based study of desired behaviors in young children and of teaching attributes effective in producing such desired behaviors. Study and observation of programs, curricular materials and methods in early childhood education. Three hours per week and scheduled field experiences. Offered Spring Semester only.

### EDU 321

3 credits

The School Program

Prerequisite: Concurrent enrollment in EDU 410 or consent of division chair.

An overview of the elementary through secondary school program, organization, curricula and administration. Survey of current trends and innovations. Three hours per week and scheduled field experiences.

#### **EDU 323**

3 credits

Method: Theory and Practice

Prerequisite: Concurrent enrollment in EDU 410 or

consent of division chair.

A critical study of method in teaching, its theoretical development and practical applications. Laboratory work, including microteaching, that focuses on instructional methods and behavior control. Three hours per week and scheduled field experiences.

# EDU 325/SPH 325

3 credits

Introduction to Speech Disorders Prerequisite: EDU 221 and EDU 304

The nature, causes and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate and voice disorders. Offered Fall Semester only.

# EDU 326

3 credits

Art in the Elementary School

Prerequisite: EDU 221 (or concurrently).

The theory and practice of art instruction in the elementary school: understanding the creative experience in visual arts through classroom lecture, workshop activity and selected field experience. Offered Spring Semester only.

EDU 329

3 credits

Directed Study: Readings or Research
Prerequisite: Permission of instructor and

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

EDU 330

3 credits

Mathematics in the Elementary School Prerequisite: MAT 131 and EDU 221 (or concurrently).

A study of methods and problems in the teaching of mathematics in the elementary school. Topics include developing number concepts, examination of the algorithms in relation to common errors made by students, diagnosing areas of difficulties of students, developing individualized programs of instruction, constructing tests of pre- and post-assessment, grading the individual and use of informal reinforcement aids. Three hours per week and scheduled field experiences. Offered Fall Semester only.

# EDU 331

Humanities in the Elementary School Prerequisite: EDU 221 (or concurrently) or permission

of instructor

A study of methods integrating children's literature, music, art, drama, and movement into the elementary school. Includes folklore, poetry, fantasy, and realism. Offered fall semester only.

EDU 332

3 credits

Language Arts Development in the

Elementary School

Prerequisite: EDU 221 (or concurrently).

A survey of the development of language arts skills from birth through the elementary school years: listening, speaking, reading and writing. Activities to enhance language arts skills development are designed and evaluated. Three hours per week and scheduled field experiences. Offered Spring Semester only.

EDU 333/ENG 333

3 credits

Adolescent Literature

Prerequisite: ENG 122 and EDU 221

The study of literature written for adolescents or young adults including realism, romanticism, fantasy and science fiction, and biography. Special emphasis is paid to books commonly used in high schools.

EDU 334

3 credits

Introduction to Teaching Reading in the Elementary School

Prerequisite: EDU 221 (or concurrently).

Investigation of basic theories underlying traditional and newer approaches to the teaching of reading. Study and evaluation of essential reading skills involved in readiness, decoding, comprehension and

study skills. Three hours per week and scheduled field experiences. Offered Fall Semester only.

EDU 335

3 credits

Diagnosis and Remediation of Reading Problems in the Elementary School Prerequisite: EDU 221 and EDU 334

Administration and interpretation of informal reading inventories, criterion tests and other diagnostic measures. Application of specific methods and materials for remediation of reading problems. Knowledge of causation and remediation of various types of reading problems. Three hours per week and scheduled field experiences. Offered Spring Semester only.

EDU 337

3 credits

Children's Literature in the Elementary School

Prerequisite: EDU 221 (or concurrently).

The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction and information books. Offered Fall Semester only.

EDU 338

3 credits

Science in the Elementary School
Prerequisite: At least one college-level science course
and EDU 221 (or concurrently).

Study of fundamental concepts in natural science; analysis of techniques, materials and procedures in the instruction of all aspects of natural science at the elementary level. Three hours per week and scheduled field experiences. Offered Fall Semester only.

EDU 339

3 credits

Social Studies in the Elementary School Prerequisite: EDU 221 (or concurrently)

The examination of teaching strategies in the development of a social studies program. Topics include a study of current trends in social studies instruction, preparing the student for social instruction, developing tests, developing materials for resources, and utilizing methods of formal and informal instruction. Three hours per week and scheduled field experiences. Offered Spring Semester only.

EDU 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor or division chair.

A variable content course in education that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

EDU 405

3 credits

Foundations of Mental Retardation Prerequisite: EDU 221 and EDU 304 Study of the biological, sociological and psychological foundations of mental retardation. Study of the physical and environmental causes of retardation and societal implications. Three hours per week and scheduled field observations. Offered Fall Semester only.

# EDU 406

3 credits

# Curriculum and Methods for the Educable Mentally Retarded

Prerequisite: EDU 221, EDU 304 and EDU 405 or permission of instructor.

Study and analysis of curriculum, methods, and materials for the educable mentally retarded with regard to physical, intellectual, academic, occupational, personal and social development. Three hours per week and scheduled field observations. Offered Spring Semester only.

# EDU 407

3 credits

# Curriculum and Methods for the Trainable Mentally Retarded

Prerequisite: EDU 221, EDU 304 and EDU 405 or permission of instructor.

Study of existing methods, curriculum and materials in the instruction of the trainable mentally retarded. Includes areas of self-help and socialization, music, arithmetic and the arts. Three hours per week and scheduled field observations. Offered Fall Semester only.

# EDU 408

3 credits

EDO 400 Services
Educating the Mentally Retarded for Modern
Society

Prerequisite: EDU 221, EDU 304 and EDU 405 or permission of instructor.

This course reviews the federal law and state regulations regarding educational placement and planning for the mentally handicapped. Emphasis is placed on staffing procedures as well as on the writing and implementation of the Individual Education Plan. Offered Spring Semester only.

# EDU 421

3 credits

# Practicum in Reading Methodology and Techniques 7-12 Secondary Level

Opportunity for the student to study diagnosis and correction of reading difficulties. Students work with the latest materials, equipment, techniques and evaluative procedures.

#### EDU 422

3 credits

# Educational Media in the Elementary School Prerequisite: EDU 221

Preparation, production and use of educational media including graphics, photography and personally produced video materials as instructional media.

#### EDU 425

3 credits

Educational Management and Organization Prerequisite: Senior standing or permission of instructor and division chair.

A broad and critical analysis of school and classroom management issues which includes the organization of the American educational system, legal issues related to education including the rights of both teachers and students, and the Florida Performance Management System.

### EDU 427

3 credits

Measurement and Evaluation

Prerequisite: EDU 221, EDU 304 and at least junior standing.

Study of the principles of psychometrics, review and appraisal of psychological and educational tests with emphasis on educational diagnosis and interpretation, including testing of the exceptional child. Offered Fall Semester only.

# EDU 428

3 credits

Critical Issues in Curriculum and Philosophy Prerequisite: Senior standing or permission of instructor and division chair

This is a capstone academic course for the teacher education major and shouls be taken the semester prior to the final internship. Using the framework of current issues, the student will synthesize practical and theoretical knowledge in the field of education, with special emphasis on curriculum and philosophy.

# EDU 429

1-3 credits

Advanced Directed Study and Research
Prerequisites: Permission of instructor and division
chair.

Intensive individual study in a particular aspect of education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# **EDU 430**

3 credits

Nature and Needs of the Gifted Prerequisite: EDU 221 and EDU 304

The purpose of the course is to review the characteristics and educational needs of children and youth who can be categorized as gifted or talented. Special attention will be paid to nomination, selection procedures, specialized programming, and non-categorical approaches. Three hours per week and scheduled field experience.

EDU 431

3 credits Curriculum Procedures for Gifted

Prerequisite: EDU 430

Focus is on content modification, skills adaptation, problem finding and problem solving, creativity training, instructional strategies and personal preparation for educators of the gifted. Content modification includes math, science, social studies, and the visual and performing arts. Special emphases include developing individualized education plans and the gifted adolescent in transition. Three hours per week and scheduled field work.

EDU 432

3 credits

Guiding the Gifted Child Prerequisite: EDU 430

Addresses social, emotional and motivational needs of gifted children and their families. Components include self-esteem, peer, parent and sibling relationships, motivation, stress management, communication of feelings, depression, underachievement and realized potential.

EDU 435

3 credits

Advanced Diagnosis and Remediation of Reading Problems in the Elementary School Prerequisite: EDU 334 and EDU 335

Investigation of diagnostic tools and remediation techniques and materials for the reading specialist; testing and tutoring of children with reading problems; preparation of case studies. Three hours per week and scheduled field experiences.

EDU 436

3 credits

Practicum in Reading

Prerequisite: EDU 334 and EDU 335

Examination of various reading programs including the Title I and migrant programs of surrounding counties. Research into recent trends in reading. Clinical diagnosis and remediation of children with reading problems. Three hours per week and scheduled field experiences.

EDU 460

3 credits

Planning Individualized Instruction in the Elementary School

Prerequisite: EDU 221 and at least junior standing.

Examination and application of various techniques used to form individual learning plans. Includes theory, practice and application of techniques in the classroom, both elementary and secondary. Three hours per week and scheduled field experiences. Offered Fall Semester only.

EDU 470

3 credits

Evaluation of Educational Programs Prerequisite: Permission of division chair.

Study of systematic methods of collecting data that are descriptive of outcomes of school programs and the assignment value to the data. Questionnaires, interview guides and observation are studied. Students construct. apply and assign value to instruments used in program evaluation procedures.

EDU 472

3 credits

Theory and Practice of Curriculum Development

Prerequisite: Permission of division chair.

Study of theoretical bases in the development of school curricula; examination and analysis of current curriculum practices and issues and their effect upon the learning process.

EDU 439

3 credits

Special Methods of Teaching Secondary Subjects

Prerequisite: Acceptance to Teacher Education Pro-

gram, EDU 210 and junior standing.

Study of methods and processes specific to the student's teaching area. Provides a laboratory experience for prospective secondary teachers with focus on teacher behaviors, the facilitation of methodologies and classroom management. Three hours per week and scheduled field experiences. Offered Fall Semester only.

EDU 480

12 credits

Student Teaching

Prerequisite: Completion of all education requirements including EDU 210, a cumulative 2.50 grade point average, and a grade of "C" or better in all education courses.

A full-time practice teaching experience in the classroom. Taken in the senior year under the supervision of a qualified teacher and a college supervisor. Students apply the knowledge and skills acquired in their professional preparation. Requires time block coinciding with daily schedules of teachers, usually from 8 a.m. to 3:30 p.m. Open only to approved students who have applied for student teaching through the Division of Education. Fee. EDU 481 Student Teaching Seminar required concurrently.

EDU 481

3 credits

Student Teaching Seminar

Prerequisite: Concurrent enrollment in EDU 480 or consent of division chair.

Problem-solving seminar to accompany student teaching experience (EDU 480).

EDU 490

3 credits

Educational Theories of Learning Disabilities Prerequisite: EDU 221 and EDU 304

An investigation of the sources of specific learning disabilities with special emphasis on implications for educational planning and instructional management. Student observation, research, and reports will be undertaken in order to achieve understanding of the educational problems of SLD children. Three hours per week and scheduled field experiences.

#### EDU 491

3 credits

Methods and Materials for the Learning Disabled

Prerequisites: EDU 490

Analysis of curriculum, methods and materials for teaching children and adolescents with specific learning disabilities. Procedures of instructional diagnosis are integrated with individualized instruction techniques. Course topics include task analysis, clinical teaching, and strategies for instruction in spoken and written language, reading and mathematics. Three hours per week and scheduled field work.

# EDU 495

3 credits

Educational Programming for the Emotionally Disturbed

Prerequisite: EDU 221 and EDU 304

This course focuses on the way the characteristics and needs of emotionally handicapped children are shaped through the educational program. Course work involves the preparation of Individual Educational Plans for the emotionally handicapped. Three hours per week and scheduled field work.

# EDII 499

3 credits

Senior Seminar

Overview of the problems and issues that concern the professional teacher.

# English

**ENG 112** 

3 credits

College Reading Skills

Designed to help students improve their basic reading and study skills. Includes classroom instruction and laboratory practice in developing vocabulary, comprehension and rate of reading.

#### ENG 114

3 credits

Developmental Composition for Speakers of Other Languages

The same as ENG 120 except that increased emphasis is placed on English idiomatic usage.

# ENG 118

3 credits

Composition for Speakers of Other Languages

Prerequisite: ENG 120 or waiver.

The same as ENG 121 except that tranformational grammar is used to compare English and other languages, and increased emphasis is placed on English idiomatic usage. This course requires a minimum of a "C" grade for passing.

# **ENG 120**

3 credits

**Developmental Composition** 

A course designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills. To ensure competence in oral communications, a speech component is included

#### **ENG 121**

3 credits

Composition

Prerequisite: ENG 120 or waiver.

Required of all freshmen. The techniques of effective writing, logical thinking and intelligent reading, with special emphasis on expository writing. To ensure competence in oral communcations, a speech component is included. This course requires a minimum of a "C" grade for passing.

# ENG 122

3 credits

Composition and Literature Prereauisite: ENG 121 or 121S

A continuation of ENG 121. Expository writing based on analytical study of literary genres. To ensure competence in oral communications, a speech component is included.

### ENG 201

3 credits

Expository Writing Prerequisite: ENG 122

The writing of articles, essays, and reports centered on individual student needs in technical writing, business reports and creative essays.

### ENG 221

3 credits

Survey of English Literature I Prerequisite: ENG 122

An introduction to the poetry, prose and drama of English literature from its beginnings through the 18th century.

# **ENG 222**

3 credits

Survey of English Literature II Prerequisite: ENG 122

An introduction to English literature from the 19th century to World War I.

#### ENG 223

3 credits

Survey of American Literature I Prerequisite: ENG 122

An introduction to American literature from the colonial writers through the romantics: Edwards, Taylor, Hawthorne, Poe, Emerson, Thoreau, Melville.

#### **ENG 224**

3 credits

Survey of American Literature II

Prerequisite: ENG 122

An introduction to American literature from the realists to the writers of the 1920's and after: Whitman and Twain through O'Neill and Hemingway.

#### **ENG 225**

3 credits

World Literature I

Prerequisite: ENG 122

A survey of the literature of the Western World in translation, from the ancient Greek through the Renaissance periods.

3 credits **ENG 226** 

World Literature II Prerequisite: ENG 122

A survey of the literature of the Western World in translation, including the literary traditions of Neoclassicism, Romanticism, Naturalism and Symbolism.

**ENG 227** 3 credits

Basic Journalistic Writing Prerequisite: ENG 122

Basic theories and procedures in collecting and writing news.

ENG 317 3 credits

Black American Literature Prerequisite: ENG 122

A study of major black American authors, with emphasis on Langston Hughes, Richard Wright, Ralph Ellison, James Baldwin and LeRoi Jones.

3 credits ENG 321

The English Novel Prerequisite: ENG 122

The historical development of the English novel of the 18th and 19th centuries.

ENG 323 3 credits

History and Structure of the English Language

Prerequisite: ENG 122

An eclectic approach to the history of the English language through discussion of phonology, morphology, syntax and vocabulary.

ENG 324 3 credits

Reviewing and Critical Writing

Prerequisite: ENG 122

Writing and analyzing reviews of films, plays and television programs.

ENG 326/THE 326 3 credits

Playwriting

Prerequisite: ENG 122 or permission of instructor.

Fundamentals of writing for the stage. Students have the option of writing scripts designed for television or motion pictures. Emphasis on plot, theme, dialogue and characterization.

**ENG 328** 3 credits

Biography and Autobiography Prerequisite: ENG 122

A study of the lives of eminent and influential men and women in Western civilization combined with student writing in this genre.

3 credits ENG 329

Directed Study: Readings or Research Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of English that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ENG 333/EDU 333

Adolescent Literature Prerequisite: ENG 122 and EDU 221

The study of literature written for adolescents or young adults including realism, romanticism, fantasy and science fiction, and biography. Special emphasis is paid to books commonly used in high schools.

**ENG 334** 

3 credits

3 credits

3 credits

Writing the Short Story

Prerequisite: ENG 122 or permission of instructor. Technique in writing short fiction: plot, charac-

terization, point of view, setting, style.

ENG 335 3 credits

Verse Writing

Prerequisite: ENG 122 or permission of instructor.

Technique in writing poetry: theme, imagery, musical devices and metrics.

ENG 337 3 credits

Children's Literature

Prerequisite: ENG 122 or permission of instructor.

The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction and information books.

ENG 338/THE 338

Modern American Drama Prereauisite: ENG 122

A study of modern realism, tragedy, expressionism and the theatre of the absurd. Representative playwrights include Eugene O'Neill and Tennessee Williams.

ENG 339/THE 339 3 credits

Modern British and European Drama Prereauisite: ENG 122

A study of modern realism, tragedy, comedy and symbolic drama. Representative playwrights include Ibsen, Chekhov, Shaw and Osborne.

ENG 100-400 1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in English that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

3 credits ENG 422

Shakespeare

Prerequisite: ENG 122

Selected sonnets, comedies, histories, tragedies, with consideration of Shakespeare's dramaturgical development.

#### ENG 427

3 credits

Restoration and Eighteenth-Century English Literature

Prerequisite: ENG 221 or 222

A study of the literature of the Neoclassical period, with emphasis on Dryden, Swift, Pope, Addison and Steele, Johnson and Boswell.

#### ENG 429

1-3 credits

Advanced Directed Study and Research
Prerequisites: Permission of instructor and division
chair.

Intensive individual study in a particular aspect of English that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# ENG 430

3 credits

Independent Writing

Prerequisite: ENG 122 and permission of instructor.

Advanced study in writing longer works, such as full-length plays and novels. May be taken twice for credit.

#### ENG 431

3 credits

Nineteenth-Century English Literature Prerequisite: ENG 221 or 222

A study of the poetry and prose of the Romantic and Victorian eras exclusive of the novel.

#### ENG 433

3 credits

Modern British and American Writers Prerequisites: ENG 221, 222, and 223 or 224

A study of selected poetry and fiction by British and American writers since 1900.

# ENG 435

3 credits

Literary Criticism

Prerequisite: English 122 and permission of instructor.

Principles and methods of literary criticism; application of critical methods to works by representative writers.

# ENG 436

3 credits

Chaucer and Milton Prerequisite: ENG 122

A study of selected works by two "literary giants" in English literature.

# **Finance**

FIN 102

3 credits

Personal Finance

A study of personal income as related to budgeting, borrowing, investments, insurance, home ownership, retirement planning, and annuities and estate planning.

# FIN 325

3 credits

Principles of Finance Prerequisite: ACC 201

A base of financial analytical tools is presented along with relevant financial theory and institutional material. Includes management of working capital, capital budgeting and financing. Not open to a student who has credit for FIN 326.

#### FIN 326

3 credits

Financial Principles in Health Care

Prerequisite: ACC 201

A survey of basic financial management concepts and techniques for health care providers. Emphasis is placed on financial statement analysis, working capital management, sources of financing, budgets and investment decisions. Not open to a student who has credit for FIN 325.

#### FIN 329

3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of finance that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

# FIN 331

3 credits

Principles of Investment

Prerequisites: FIN 325 or FIN 326, or permission of instructor.

Survey of the risks and returns of investments made by institutions/individuals. Includes a critical examination of the capital markets as well as stock markets. Portfolio management techniques will be analyzed.

### FIN 333

3 credits

Financial Institutions

Prerequisites: FIN 325 or FIN 326, or permission of instructor.

A study of the function and management of financial institutions in the United States with emphasis on commercial banks. Topics include analysis of financing options, problems of various institutions as defined by regulation and practice, and flow of funds through specialized market sectors.

# FIN 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in finance that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

# FIN 425

3-12 credits

Finance Internship

Prerequisites: Junior or senior standing and permission of division chair.

An introduction to the everyday workings of the finance profession. Learn how financial decisions are made under the supervision of a professional. An opportunity to experience firsthand the operations of a brokerage firm, bank, or other financial institution.

#### FIN 429

1-3 credits

Advanced Directed Study and Research
Prerequisite: Permission of instructor and division
chair

Intensive individual study in a particular aspect of finance that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

#### FIN 477

3 credits

Risk and Insurance

Prerequisite: FIN 325 or FIN 326

A survey of problems and insurable risks of both business and individuals. An examination of the characteristics of those areas of risk and uncertainty where insurance coverage can be an effective alternative. Includes study of chance and pooling theory.

#### FIN 498

3 credits

Finance Policies and Strategies

Prerequisite: FIN 325 or FIN 326 and junior status.

An examination of the major areas of business finance. Topics include capital budgeting, mergers, failures, reorganization, financing options and market pricing.

# Fine Art

#### FAS 121

3 credits

Introduction to Fine Arts

An approach to visual, musical and dramatic works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts.

### FAS 123

3 credits

Introduction to Film

A survey course treating film as a modern art form. Includes thematic content and aesthetic problems that face film theoreticians.

#### FAS 329

3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of fine arts that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

### FAS 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in fine arts that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

# FAS 429

1-3 credits

Advanced Directed Study and Research
Prerequisite: Permission of instructor and division
chair.

Intensive individual study in a particular aspect of fine arts that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor,

# Foreign Languages

#### FRL 329

chair.

3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor or division

Designed for small groups of students to pursue in depth a particular aspect of foreign languages that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

### FRL 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in foreign languages that is designed for a specific class level: freshman (100) through senior (400).

# FRL 429

1-3 credits

Advanced Directed Study and Research

Prerequisite: Permission of instructor and division chair.

Intensive study in a particular aspect of foreign languages that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Spanish

SPA 111

3 credits

Spanish Level 1-A Prerequisite: None

I. General, or

II. Medical Spanish

Course goals are given at SPA 112.

# SPA 112

3 credits

Spanish Level 1-B (General only)

Prerequisite: SPA 111 or one year of high school Spanish.

A course designed to enable the student to: (1) speak so as to satisfy simple courtesy and on only familiar topics; (2) understand utterances about survival needs and travel requirements; (3) to read very simple connected material; and (4) write adequately to meet limited practical needs.

#### SPA 211

3 credits

Spanish Level 2-A

Prerequisite: SPA 112 or two years of high school Spanish or placement.

I. Business Spanish; or

II. Health-related Spanish

Course goals are given at SPA 212; may be repeated with different subject matter.

#### SPA 212

3 credits

Spanish Level 2-B

Prerequisite: SPA 211.I or 211.II, respectively.

I. Business Spanish; or

II. Health-related Spanish

A course designed to enable the student to: (1) speak so as to satisfy routine social demands and limited work requirements; (2) understand utterances at this same level; (3) read simple authentic material within a familiar context; and (4) write routine social correspondence and meet most limited work requirements.

#### SPA 311

3 credits

Spanish Level 3-A

Prerequisite: SPA 212.I or 212.II, respectively.

I. Business Spanish; or

II. Health-related Spanish

The first of two courses designed to enable the student: (1) to speak so as to participate effectively in formal and informal conversations; (2) to understand most utterances at this same level; (3) to read at a normal pace, with nearly complete comprehension, a variety of prose in a professional field, as well as other materials; and (4) to write effectively in normal exchanges on practical, social and professional topics.

# SPA 312

3 credits

Spanish Level 3-B

Prerequisite: SPA 311.1 or 311.11, respectively.

Composition and Advanced Conversation.

A non-technical course to complete the goals of Level 3.

### SPA 329

3 credits

Directed Study: Readings or Research Prerequisite: SPA 312

erequisite: SPA 312
Peninsular Literature

Selected works in Spanish literature combining library and videocassette studies.

#### SPA 411

3 credits

Advanced Spanish Grammar

Prerequisite: SPA 312

A critical review of the latest grammar proposed by the Royal Spanish Academy.

# SPA 429

1-3 credits

Advanced Directed Study and Research Prerequisite: SPA 312

Latin American Literature

Selected works from the Americas, emphasizing Mexican and Argentine literature, combining library and videocassette studies. May be repeated for credit.

# French

(Prerequisites similar to Spanish.)

FRE 111

French Level 1-A.

FRE 112

French Level 1-B.

French Level 1-D.

FRE 211

3 credits

3 credits

3 credits

French Level 2-A.

FRE 212

3 credits

French Level 2-B.

# German

(Prerequisites similar to Spanish.)

GER 111 3 credits

German Level 1-A.

**GER 112** 3 credits

German Level 1-B.

**GER 211** 3 credits

German Level 2-A.

GER 212 3 credits

German Level 2-B.

# General Business **Administration**

**GBA 105** 3 credits

Introduction to Business

This course examines business as an active partner in our total economic system. Offering a wide scope, this study will generate an awareness of the social responsiveness of business as well as a knowledge of its relationships with government, labor and the public.

GBA 325 3 credits

**Business Statistics I** 

Prerequisite: MAT 141 or higher level mathematics.

An introduction to probability theory and statistical analysis with application to business affairs. Sampling and distribution theory, estimation, testing hypotheses, analysis of time series, index numbers, and accuracy and error in the collection and reporting of data.

GBA 326 3 credits

Business Statistics II Prerequisite: GBA 325

A continuation of Business Statistics I into the uses of statistical inference, regression, chi-square, analysis of variance, and time series analysis. While Business Statistics I is an introduction for all business students. this second half is designed for the mathematically inclined business student to study in detail the more common statistical models being used in business and economics.

GBA 329 3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of general business administration that is not covered or treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

GBA 331

3 credits

Business Law I

Fundamentals of torts, contracts, sales, agency and business organization; emphasis on the uniform commercial code and recognition of legal programs in the business world. Not open to a student who has credit for GBA 333.

GBA 332

3 credits

Business Law II

Prerequisite: GBA 331 or GBA 333

Business Law II is a continuation of legal interpretations as they affect both personal and business relationships.

GBA 333

3 credits

Business and Health Law

A basic study of the legal and ethical issues involved in the management and delivery of health care services. Emphasis is placed on law as it pertains to negligence, contracts, consents, confidentiality, labor relations, and current medical/ethical issues. Not open to student who has credit for GBA 331.

GBA 334

3 credits

Quantitative Methods

Prerequisite: MAT 141 and GBA 325, or permission of instructor.

A one-semester course presenting fundamental mathematical techniques for solving business problems. The thrust of this course is toward application rather than theory.

GBA 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division

A variable content course in general business administration that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration.

GBA 429

1-3 credits

Advanced Directed Study and Research Prerequisite: Permission of instructor and division

Intensive individual study in a particular aspect of general business that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

GBA 498

3 credits

Business Policy Prerequisites: ACC 202, FIN 325 or FIN 326, MGT 301 or MGT 302, MKT 301 and must be taken during the last 15 hours of residency.

Business Policy is a capstone course open to seniors only. It is designed as a coordinating link in the disciplines of finance, accounting, marketing, and management. The case method of instruction and computer simulations are applied.

# Geography

GEO 221 3 credits

Introduction to Physical and Cultural Geography

Prerequisite: Sophomore standing or permission of instructor.

Topics in this course include maps and map reading, the history of geography, earth forms, weather, climate, soils, water, plants, minerals, conservation and natural resources, along with political, economic and cultural developments, population, settlement and urbanization. The teaching of geography at the elementary level and secondary levels is also emphasized.

# GEO 100-400

1-3 credits

Special Topics

chair.

Special Topics
Prerequisite: Permission of instructor and division

A variable content course in geography that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

# GEO 421/POL 421

3 credits

Political Geography

Prerequisite: ĞEO 221 or permission of instructor.

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

# Health Care Administration

HCA 302

3 credits

Health Care Organization

Analysis of organizational structure, the nature of health and health care delivery. Emphasizes the interrelatedness of cultural, economic, political, and social aspects of health care delivery along with its services and management.

# HCA 306

3 credits

Health Care Economics

A basic study of the major economic issues facing the health care industry. Emphasis on the major elements of economic theory from a micro-economic perspective and how these theories are applied in the health service sector.

#### HCA 329

3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of health care administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

### HCA 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in health care administration that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

### HCA 401

3 credits

Public Health and Epidemiology

Prerequisite: GBA 325

This course is a basic study of the history and basics of public health, the control and prevention of disease, the relationship between health and environment, and epidemiology.

# HCA 425

3 credits

Health Care Internship

Prerequisites: FIN 325 or 326, GBA 331 or 333, HCA 302, MGT 301 or 302, and must be taken during the last 15 hours of residency.

A course designed to provide the student the opportunity to integrate and operationalize all previously learned health care management knowledge and skills. The student identifies a health management area for study. The management area of study and the practicum are mutually agreed upon by the student, the faculty member and the health facility preceptor.

# HCA 429

1-3 credits

Advanced Directed Study and Research Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of health care administration that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

#### HCA 499

3 credits

Senior Seminar in Health Care Planning and

Policy

Prerequisites: FIN 325 or 326, GBA 331 or 333, HCA 302, MGT 301 or 302, and must be taken during the last 15 hours of residency.

A capstone course that integrates the academic disciplines related to health care for use in planning, implementation and evaluation of programs and services.

# History

HTY 121

3 credits

United States History to 1865 A survey of the principal movements, events, ideas

and personalities in U.S. History from colonial times to the Civil War.

HTY 122

3 credits

United States History Since 1865

A survey of the principal movements, events, ideas and personalities in U.S. History from the Civil War to the present.

HTY 123

3 credits

Western Civilization to 1500

A survey of the principal movements, events, ideas and personalities in the Western World from ancient times to 1500.

HTY 124

3 credits

Western Civilization Since 1500

A survey of the principal movements, events, ideas and personalities in the Western World from 1500 to the present.

HTY 225

3 credits

Far Eastern Civilization

A study of the historical development of the civilizations of China and Japan with emphasis on their classical traditions, the impact of Western issues and practices, and developments in the post-World War II era.

HTY 227

3 credits

Latin America and the Caribbean

A survey of the principal movements, events, ideas and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with emphasis on 20th century developments.

HTY 233

3 credits

The Modern Middle East

A study of the social, political, religious, and economic forces present in the modern Middle East, with emphasis on the period since World War I, Arab-Israeli conflict and oil.

HTY 322/SOC 322

3 credits

Race and Ethnicity in American Culture Prerequisite: SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Mexican-Americans, Puerto Ricans, Orientals and American Indians.

HTY 324

3 credits

Africa South of the Sahara

Prerequisite: Junior standing or permission of instruc-

A survey of the major events, ideas and problems of sub-Sahara Africa, with emphasis on the European colonization period after 1880 and the post-World War II independence movements.

HTY 325

3 credits

Modern Russia

Prerequisite: Junior standing or permission of instruc-

An intensive study of the history and development of Russia since 1900.

HTY 329

3 credits

Directed Study or Research

Prerequisite: Permission of instructor and division

Designed for small groups of students to pursue a particular aspect of history that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

HTY 330/POL 330

3 credits

War and Peace

Prerequisite: Junior standing or permission of instruc-

A historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included.

HTY 331

3 credits

The American Civil War

Prerequisite: Junior standing or permission of instruc-

This course covers the period from the election of Abraham Lincoln in 1860 to the end of the Civil War in 1865. In addition to covering important political and military personalities as well as decisive battles and campaigns, social and economic aspects of the American Civil War will also be discussed.

HTY 333/POL 333

3 credits

Palestine and Israel

Prerequisite: Junior standing or permission of instruc-

A detailed examination of the 20th century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects.

HTY 335/SOC 335

3 credits

Women in American Society

An examination of the roles of women from both a historical and a contemporary perspective with the objective of understanding what it means to be female in America.

# HTY 337/POL 337

3 credits

The Legacies of the British Empire

Prerequisite: Junior standing or permission of instruc-

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan.

# HTY 339/POL 339

3 credits

Readings in History

Prerequisite: Junior standing or permission of instruc-

Readings, group discussion, and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics.

# HTY 100-400

1-3 credits chair.

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in history that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the nature of history or such specific issues as the Watergate Affair, Palestine/Israel, or other special topics. Topic to be covered is announced in advance of registration.

#### HTY 421

3 credits

Europe in the Nineteenth Century

Prerequisite: HTY 124

A study of the principal movements, events and ideas in 19th-century Europe.

# HTY 422

3 credits

Europe in the Twentieth Century Prerequisite: HTY 124

A study of the major currents, events and ideas in European history from 1870 to the present.

# HTY 423

3 credits

The United States in the Twentieth Century Prerequisites: HTY 121, 122

A study of the major currents, events and ideas in United States history from the rise of big business and progressivism to the present.

#### HTY 425

3 credits

United States Diplomatic History

Prerequisites: HTY 121, 122 or permission of instructor.

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century.

### HTY 427/POL 427

3 credits

History of Ideas

Prerequisite: Junior standing or permission of instructor.

A study of the major intellectual currents that have dominated historical thought in the Western World since the Renaissance.

### HTY 428

3 credits

The Far East Since 1945 Prerequisite: HTY 225

A survey of the internal development and international relations of the Far Eastern nations since the end of World War II.

# HTY 429

1-3 credits

Advanced Directed Study and Research Prerequisites: Permission of instructor and division

Intensive individual study in a particular aspect of history that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

#### HTY 430

3 credits

The Role of the Military in the Modern World Prerequisite: Junior standing or permission of instruc-

An examination of the relationships between the soldier, the civilian, defense establishments, and society within the United States and throughout the world.

#### HTY 490

3 credits

Revolution: Yesterday and Today

Prerequisite: Junior standing or permission of instruc-

A comparative study of the major revolutions in world history, with emphasis on United States, France, Russia and China, and a study of the relationship between revolution and other forms of social change, particularly in the Third World.

# HTY 499

3 credits

Senior Seminar in History

Prerequisite: Senior standing in history or international studies.

Directed research and the development and presentation of a senior thesis on a significant historical issue.

# Honors

HON 150

3 credits

The Classical World View

Prerequisite: Admission to the Honors Program or

permission of instructor.

Students read and discuss faithful translations of Greek and Roman authors whose works exemplify the breadth and depth of classical learning. Epic poetry, drama and philosophical writings which embrace questions relating to ethics, politics, physics and theology are covered. Of central concern is an inquiry into the purpose and content of a liberal education as first conceived by the classical philosophers.

# **HON 151**

3 credits

The Christian Vision

Prerequisite: Admission to the Honors Program or

permission of the instructor.

Students read and discuss original documents in the Judeo-Christian tradition, including Hebrew, Roman Catholic and Protestant authors. They learn to identify the literary, philosophical and theological traditions from which these authors drew, as well as to reflect on the contemporary influence of their thought and its relevance for modern life.

#### HON 250

3 credits

The Humanistic Tradition

Prerequisite: Admission to the Honors Program or sophomore standing and permission of the instructor.

Students read and discuss important works by diverse authors spanning the broad period from the 15th century Renaissance to the 18th century Enlightenment. Essays, poetry, drama, novels and philosophical writings are explored for their contribution to the revival of the arts and letters and as evidence of a renewed interest in humankind as the center of creation.

# HON 251

3 credits

Scientific Revolutions

Prerequisite: Admission to the Honors Program or sophomore standing and permission of the instructor.

Students read and discuss important works that have altered the course of scientific thinking. Books, essays, journals and reports by scientific pathfinders serve as the primary course material, although some laboratory work may be required. Contemporary writings and classic works from the history of science are examined. Of central concern is an investigation of the purposes, procedures and accomplishments of the scientific enterprise.

### HON 329

3 credits

Directed Study: Readings or Research

Prerequisite: Admission to the Honors Program and permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of an honors topic that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

### **HON 350**

3 credits

The Human Condition Reexamined

Prerequisite: Admission to the Honors Program or junior standing and permission of the instructor.

A collectively led seminar on 18th and 19th century developments across the broad spectrum of the social sciences, encompassing history, politics, economics, sociology, psychology, anthropology and technology. Supervised by the course instructor, each student will research and report on a major contributor to the intellectual ferment of ideas that helped to reshape the Western World's concept of human nature.

### HON 351

3 credits

The Modern World View

Prerequisite: Admission to the Honors Program or junior standing and permission of the instructor.

A collectively led seminar on 20th century thought, culture and religion. Guided by the course instructor, each student will research and report on a major figure of the 20th century. Students will combine informed perspectives to discuss intellectual achievements and contemporary issues.

# HON 100-400

3 credits

Special Topics

Prerequisite: Admission to the Honors Program and

permission of instructor and division chair.

A variable content honors course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Satisfies one of the honors program course requirements, excluding HON 498 and 499.

# HON 429

1-3 credits

Advanced Directed Study and Research

Prerequisite: Admission to the Honors Program and permission of instructor and division chair.

Intensive individual study in a particular aspect of an honors topic that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings

### **HON 498**

with instructor.

1 credit

Honors Research Methods

Prerequisite: Admission to the Honors Program and junior standing.

Planning for the senior honors project and developing a project proposal under the guidance of a mentor. Researching the available bibliographical and material rsources.

#### **HON 499**

3 credits

Senior Honors Project

Prerequisite: Senior standing and permission of the

Honors Council.

The completion of an original research project under the guidance of a mentor. May satisfy an upperdivision major requirement with the consent of the division chair. See the honors program guidebook for further details.

# Human Resources Administration

HRA 329

3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of human resources administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

HRA 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division

A variable content course in human resources administration that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HRA 429

1-3 credits

Advanced Directed Study and Research Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of human resources administration that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

#### HRA 498

3 credits

Seminar in Decision Making and Problem Solving

Prerequisite: Senior standing.

A study of decision making as a major dependent variable of administrative theory and the processes by which decisions are made, implemented and evaluated. Provides reinforcement of concepts and processes by experimental exercises, role playing and simulation.

#### HRA 499

3 credits

Seminar in Human Resources Administration Prerequisite: Senior standing.

A capstone course designed to integrate previous course work into a cohesive framework leading to the achievement of organizational effectiveness through enlightened management. Provides a basis for applying relevant contributions of behavioral sciences to the management of organizations.

# Humanities

HUM 101

3 credits

Introduction to the Humanities I

The first part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the ancient Greeks to the Renaissance.

# **HUM 102**

3 credits

Introduction to the Humanities II

The second part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the Renaissance through the 20th century.

### **HUM 228**

3 credits

Survey of Arts Management

An introduction to basic principles of arts administration: organization, copyright laws, the role of the agent, analysis of audiences, creating aesthetic perspectives, finding solutions to administrative problems in a manner which will allow artists the maximum freedom for creativity.

#### **HUM 320**

3 credits

Arts Management

Specific management concerns in the arts will be examined: unionization, boards of directors, censorship, demographics, arts councils, long-range planning and the impact of a changing society.

#### **HUM 329**

3 credits

Directed Study: Readings or Research
Prerequisite: Permission of instructor and division

chair.

Designed for small groups of students to pursue in depth a particular aspect of humanities that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

# HUM 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in humanities that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. For International Studies Seminar option, see Overseas Academic Programs.

**HUM 420** 

3 credits

Humanities in the Elementary School

A course in the teaching of humanities in the elementary school. Materials and methods are explained and course content is carefully considered.

HUM 429

Advanced Directed Study and Research Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of humanities that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

**HUM 499** 

3 credits

Senior Seminar

Prerequisite: Senior standing.

Required during the fall semester of the senior year for those majoring in art, dance, English, music, or theatre. Emphasis on working toward a definition of culture by tracing the progression of humanism and aesthetic theory in art, music and literature from the 18th century to the present.

# Management

MGT 301

3 credits

Principles of Management

The structure and organization of a business and the functions of the policy makers in relation to the objectives of the business; emphasis on problems of management through analysis of case studies. Not open to a student who has credit for MGT 302.

**MGT 302** 

3 credits

Management Principles in Health Care

This course is an introductory course in management theory and practice. It will provide a working knowledge and advanced understanding about management principles and functions which are essential to any individual planning a career in health care. Not open to a student who has credit for MGT 301.

MGT 321

3 credits

Communications for Management

Prerequisite: ENG 122

Communication theory and practice for managers in verbal and written media. Letters, memoranda, reports and other methods of business communications are studied and practiced.

MGT 329

3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division chair

Designed for small groups of students to pursue in depth a particular aspect of management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MGT 331

3 credits

Management of Human Resources Prerequisites: MGT 301 or MGT 302

Principles and problems involving the management of human resources. Among topics included are job analysis, appraisal, compensation, leadership, the collective bargaining process, and the recruiting, selecting and training of personnel.

MGT 100-400

1-3 credits

Special Topics Prerequisite: Permission of instructor and division

A variable content course in management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MGT 412

3 credits

Organizational Behavior and Development Prerequisites: MGT 301 or MGT 302 or permission of

The study of human behavior in organizations. The course blends newer concepts of behavior theory with classical organization theory. Organization development focuses on methods for bringing change to the organization.

MGT 421/COM 421

3 credits

Management Information Systems

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources and its information requirements through the study of computerbased decision support processes.

MGT 425

3-12 credits

Management Internship

Prerequisite: Junior or senior standing and permission of division chair.

Applies varied and analytic techniques for operation of a business. This placement is in small business or corporate setting. The intern's work is closely supervised by a professional who will provide a variety of assignments to thoroughly acquaint the student with the organization's various functions.

MGT 429

1-3 credits

Advanced Directed Study and Research
Prerequisites: Permission of instructor and division

Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# MGT 441

3 credits

Labor Relations
Prerequisite: MGT 331

A study of conflict resolution in public and private institutions. Procedures, agencies, legal framework and major economic issues involved in labor management relations. Emphasis is placed on problems of negotiating and implementing a collective bargaining agreement.

# MGT 498

3 credits | P

Organization Theory

Prerequisites: MGT 301 or MGT 302 and junior stand-

ing.

This course will consider the macro aspects of organizations, such as organization structure and its determinants, organization effectiveness, and structural design options. It will balance theory with applications.

# Marketing

**MKT 301** 

3 credits

Principles of Marketing

The marketing of goods and services couples with an integration of functional, commodity and institutional approaches from the viewpoint of both the consumer and the manager.

#### MKT 306

3 credits

**Promotion Management** Prerequisite: MKT 301

Designed to enable the student to become acquainted with the interrelationships of public relations, advertising and sales. Emphasis is given to the effect and control of the communication process.

# MKT 329

3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of marketing that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

# **MKT 354**

3 credits

Principles of Retailing Prerequisite: MKT 301

Survey of the basic principles and techniques in retailing. Analysis of economic and social roles of retailing, competitive strategies, efficiency in retailing and essential concepts for retail management.

### **MKT 383**

3 credits

Consumer Behavior Prerequisite: MKT 301

Buyer behavior patterns with emphasis on implications for marketing analysis and executive action. How consumers allocate their scarce resources among competitive consumption choices. Relevant psychological and sociological theories are covered along with models of consumer behavior drawn from the marketing literature. Current research is analyzed from a managerial perspective with emphasis on developing effective marketing strategies.

# MKT 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in marketing that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

#### MKT 425

3-12 credits

Marketing Internship

Prerequisites: Junior or senior standing and permission of division chair.

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities range from analyzing business conditions in key markets around the world to actual experience in product development, promotion and/or distribution.

#### **MKT 429**

1-3 credits

Advanced Directed Study and Research
Prerequisites: Permission of instructor and division
chair.

Intensive individual study in a particular aspect of marketing that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

**MKT 463** 

3 credits

International Marketing

Prerequisites: MKT 301 and junior or senior standing. A systematic treatment of marketing on a global

scale. Problems of international companies from a marketing point of view. Concepts, tools and knowledge of the world market environment.

**MKT 498** 

3 credits

Marketing Policies and Strategies

Prerequisites: MKT 301, junior or senior standing, and a minimum of six additional upper-division marketing credits or permission of instructor.

The managerial approach using case studies to develop policies and strategies for marketing as a total system. Analysis of underlying forces influencing marketing decision.

# **Mathematics**

Credit may not be earned in mathematics courses that are prerequisites for courses already completed.

**MAT 101** 

3 credits Introduction to Algebra

A minimum grade of "C" is required in MAT 101 to take a higher numbered course in mathematics. This developmental course does not satisfy a Basic Studies in mathematics.

A course designed to help students improve basic mathematical skills and to build a foundation for algebra. The course will be presented through assigned exercises and testing in the Mathematics Laboratory. Three hours per week.

Topics include whole numbers, rational numbers, proportion, percents, integers, order of operations, exponents, algebraic expressions, linear equations and literal equations. Offered in the Fall and Spring Semesters.

**MAT 121** 

3 credits

Intermediate Algebra

Prerequisite: Satisfactory grade on the Mathematics Placement Test, or MAT 101 with a grade of "C" or better.

The course is designed to develop in the student the basic algebraic skills needed for more advanced mathematics courses. The course covers all algebraic concepts. Topics include: operations on polynomials, roots and radicals, linear equations and inequalities, quadratic equations, graphing, systems of equations and word problems. Three hours per week. Offered every semester.

MAT 13l

3 credits

College Mathematics

Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test.

Topics include set theory, logic, numeration systems, geometry, counting methods, probability and statistics. Three hours per week. Offered every semester. Recommended for preparation for the CLAST examination.

**MAT 141** 

3 credits

Finite Mathematics

Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test. Intended for majors in business.

Topics in mathematics which are especially applicable to business such as linear models, mathematics of finance, counting methods, probability and statistics. Offered every semester.

**MAT 151** 

3 credits

College Algebra

Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test.

Topics include radicals, exponents, polynomials, factoring, linear equations, quadratic equations, systems of equations, Cramer's Rule, inequalities, graphs, functions, logarithms and exponential functions. Offered in the Fall Semester.

**MAT 152** 

3 credits

College Trigonometry

Prerequisite: MAT 151

Trigonometric functions, trigonometric functions of real numbers, graphs of trigonometric identities, trigonometric equations, addition formulae and solution of triangles.

**MAT 161** 

3 credits

Precalculus

Prerequisite: MAT 151 or equivalent.

Topics include matrices, trigonometric functions, trigonometric identities and equations, oblique triangles, complex numbers, partial fractions, sequences and series, and binomial theorem. Intended as a preparation for the first course in calculus, MAT 221 or MAT 231. Offered in the Spring Semester.

**MAT 221** 

3 credits

Calculus I

Prerequisite: MAT 161

Topics from analytic geometry, including graphing of functions and conic sections, limits, derivatives, trigonometric functions, applications of derivatives, integrals, applications of integrals.

**MAT 222** 

3 credits

Calculus II

Prerequisite: MAT 221

Review of concepts from analytic geometry, logarithmic and exponential functions, techniques of integration, improper integrals, infinite series, polar coordinates.

MAT 231

4 credits

Calculus and Analytic Geometry I

Prerequisite: MAT 161

Analytic geometry, functions, limits, derivatives, applications of derivatives, integrals, applications of integrals. Four hours per week. Offered in the Fall Semester.

# **MAT 232**

4 credits

Calculus and Analytic Geometry II

Prerequisite: MAT 231

Trigonometric functions, logarithmic and exponential functions, techniques of integration, conic sections, indeterminate forms, improper integrals, infinite series. Four hours per week. Offered in the Spring Semester.

# MAT 323

3 credits

Calculus III

Prerequisite: MAT 222 or MAT 232

Analytic geometry, vector analysis, partial derivatives, space curves, spherical and cylindrical coordinates, line integrals, multiple integration.

# **MAT 329**

3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division

Designed for small groups of students to pursue in depth a particular aspect of mathematics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

#### MAT 331

3 credits

Probability and Statistics

Prerequisite: MAT 232
Basic probability theo

Basic probability theory in discrete and continuous sample spaces, random variables and distribution functions, combinatorial analysis, expectations and moment generating functions, binomial, Poisson and related distributions, law of large numbers, central limit theorem.

#### **MAT 341**

3 credits

College Geometry Prerequisite: MAT 232

An examination of the foundations of geometry, modern modifications of Euclidean geometry, projective geometry, transformation theory.

#### MAT 351

3 credits

Number Theory
Prerequisite: MAT 232

Elementary properties of integers, the congruence relation, quadratic residues, certain quadratic forms, classical diophantine equations, fields of algebraic numbers.

# **MAT 361**

Linear Algebra

Prerequisite: MAT 232

Algebraic theory of vector spaces, matrices, determinants, systems of linear equations, linear transformations, characteristic vectors and eigenvalues, Euclidean n-space.

# **MAT 362**

3 credits

Modern Abstract Algebra

Prerequisite: MAT 232

The study of algebraic structures and their applications. Topics include groups and symmetry, modulo arithmetic, isomorphisms and homomorphisms.

# MAT 100-400

1-3 credits

Special Topics

Prerequisité: Permission of instructor and division chair.

A variable content course in mathematics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

#### **MAT 411**

3 credits

Differential Equations

Prerequisite: MAT 222 or MAT 232

Linear equations of first order and higher, simple non-linear equations, series solutions, systems of linear equations.

# MAT 412

3 credits

Numerical Analysis

Prerequisite: MAT 232 and a computer course.

Numerical solutions by iteration, finite differences, interpolation, numerical differentiation and integration, numerical solutions to differential equations, error analysis, graphical methods, problems solved by computer programs.

### **MAT 429**

1-3 credits

Advanced Directed Study and Research
Prerequisites: Permission of instructor and division
chair.

Intensive individual study in a particular aspect of mathematics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# **MAT 499**

3 credits

Senior Seminar in Mathematics

Prerequisite: Senior standing in mathematics.

A seminar focusing on the historical development of modern mathematics. Basic research will be undertaken with a paper and oral presentation required.

# Military Science

MSE 101 1 credit

Introduction to Military Science

Introduction to Military Science and an organizational approach to leadership. Relationship between U.S. defense establishment and the federal government; coverage of motivation, human behavior and concepts of military leadership. A weekly two hour laboratory is conducted in conjunction with emphasis on physical "hands on" training.

MSE 102 1 credit

Organization of the Army and ROTC
Introduction, purpose and history of the Army and the Reserve Officers Training Corps. Introduction to principles of warfare, military structures and political/economical military issues. A weekly two-hour laboratory is conducted in conjunction with emphasis on physical "hands on" training.

MSE 201 1 credit
Map Reading and Land Navigation

Prerequisite: MSE 101 or MSE 102

Study and application of the principles of map reading, military and topographic symbology, terrain evaluation, use of lensatic compass and an introduction to expanded map reading. A weekly two-hour laboratory is conducted in conjunction with emphasis on physical "hands on" training.

MSE 202 1 credit
Military Training Management

Prerequisite: MSE 201

Develops an understanding of concepts involved with instructional methodology, training management and curriculum development in the military.

Actual student preparation and presentation will constitute an integral part of the course. A weekly two-hour laboratory is conducted in conjunction with emphasis on physical "hands on" training.

MSE 240 4 credits

Basic Course Internship (Fort Knox, Kentucky)

A summer program conducted at Fort Knox, Ky., designed to meet the prerequisites for the advanced program (credit for MSE 101, MSE 201).

MSE 321 3 credits Fundamentals of Leadership

Prerequisite: MSE 200, MSE 201

The dual role of the military officer as a leader and manager. Study of the problems of military leadership in the voluntary Army in relation to classical leadership traits and principles and the role of the officer in the various branches of the Army.

**MSE 322** 

3 credits

Requirements of Military Leadership

Basic knowledge of the demands that are placed on commissioned officers in the United States Army, including a review of the basic military skills essential to success at ROTC Advanced Camp.

HTY/POL 330

3 credits

War and Peace

(See HTY/POL course description.)

MSE 329

3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of military science that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

MSE 100-400 1-3 credits
Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in military science that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MSE 421 3 credits Seminar in Leadership Management

Prerequisite: MSE 322

Obligations and responsibilities of a commissioned officer with emphasis on application of sound leadership in all situations. Study of uniform Code of Military Justice and its relations to civilian law, fundamentals of both offensive and defensive tactics, and the role of various branches of the Army in tactical operations. Role of the U. S. in world affairs in the 1980s.

MSE 422 2 credits

Military as a Profession
Prerequisite: MSE 421

Introduction to Officers' Basic Course. Social Responsibilities and Expectations. Designed to prepare cadets for duty as commissioned officers. Instruction centers around familiarization with the military justice system and the principles of management/leadership.

MSE 429 1-3 credits

Advanced Directed Study and Research Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of military science that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must

be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Music

MUS 102 Class Piano 1 credit

Beginning piano for students with little or no experience. Includes music reading, terminology and elementary piano technique. Two meetings per week.

MUS 111

1 credit

**Oratorio** Society

Open to students, faculty, staff and community members without audition, the Oratorio Society is devoted to the performance of choral masterworks. Concerts are often accompanied by orchestra. One evening rehearsal per week. May be repeated for credit,

**MUS 113** 

1 credit

Chamber Choir

This choir is open, by audition, to any Saint Leo College student. The ensemble performs a wide variety of music from madrigals to jazz. Chamber Choir sings one major concert each semester, and often sings a number of smaller performances both on and off campus.

MUS 114

1 credit

Chorale

This large choir is open to all Saint Leo College students without audition. The Chorale performs a wide variety of musical styles each semester. Members work on improving singing technique and music reading skills. Three rehearsals per week. May be repeated for credit.

**MUS 116** 

1 credit

Wind Ensemble

Performance of standard and contemporary literature for wind ensemble. Open to all students. Three one-hour rehearsals per week. Open to all students. May be repeated for credit.

MUS 118

1 credit

Stage Band

Performance of standard and contemporary literature for jazz band. Two one-hour rehearsals per week. Open to all students. May be repeated for credit.

MUS 120, 220, 320, 420

1 credit

Private Instruction

Offered in keyboard, voice, brass, percussion, strings, woodwinds and guitar. One 30-minute lesson per week. Open to all students. May be repeated for credit. Semester fee. No refund after second lesson.

MUS 121

3 credits

Music Theory I

Beginning principles of musical structure and style including analysis, writing and ear training.

**MUS 122** 

3 credits

Music Theory II

Prerequisite: MUS 121

A continuation of MUS 121. Further study in analysis and style. Includes sight singing and ear training.

MUS 123

3 credits

Introduction to Music

Develops an understanding of, and appreciation for, the most important composers and styles from music history and develops critical and intelligent listening skills.

MUS 221

3 credits

Music Theory III

Prerequisite: MUS 121 and 122

A continuation of MUS 122 with further studies in analysis. Includes study in counterpoint and further training in sight singing and ear training.

MUS 222

3 credits

Music Theory IV

Prerequisite: MUS 121, 122, 221

A continuation of MUS 221 with emphasis on form and analysis.

MUS 321

3 credits

Music History I

The evolution of musical thought and literature from the Middle Ages to 1600. Three hours per week.

MUS 322

3 credits

Music History II

The evolution of musical thought and literature from 1600 to the present. Three hours per week.

**MUS 323** 

2 credits

Conducting I

Prerequisite: MUS 121

Techniques used in conducting vocal and instrumental ensembles. Two hours per week. Offered in alternate years.

MUS 324

2 credits

Conducting II

Prerequisite: MUS 323

A study of advanced conducting and rehearsal techniques. Interpretation of score and a survey of literature. Two hours per week. Offered in alternate years.

MUS 325

3 credits

Music in the Elementary School

A study of the objectives, theories and techniques of teaching music in the primary and intermediate grades. Directed observation in the elementary school is required. Fall Semester only.

MUS 326

3 credits

Music in the Secondary School

A study of theories and techniques of teaching music in the secondary school. Observation in the secondary school is required.

MUS 327

1 credit

Class Instruments - s, w, v, b, p

Pedagogical study of strings, woodwinds, voice, brass and percussion instruments. Study of capabilities and characteristics of the instruments in a class setting.

MUS 328

1 credit

Chamber Music

A study of literature for small ensembles of vocalists and instrumentalists. May be repeated for credit. One coaching session per week.

MUS 329

3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of music that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MUS 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in music that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MUS 429

1-3 credits

Advanced Directed Study and Research

Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of music that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MUS 438

3 credits

Music Theatre Literature

Prerequisite: MUS 123

A study of significant works for musical theatre, from operetta to contemporary Broadway musical.

Oceanography

OCE 201

3 credits

Introduction to Oceanography

Introduction to major geological, chemical, physical, biological and ecological principles. Topics include origin of oceans, structure of earth, sea floor spreading, continental drift, salinity, currents, waves, tides, beaches, marine ecosystems, marine organisms and current environmental issues. Oceanographic cruise.

**Philosophy** 

PHI 121

3 credits

Introduction to Philosophy

An introduction to some of the major issues involved in the philosophical quest for wisdom, designed to provide an insight into the various perspectives from which these problems have been approached historically.

PHI 223

3 credits

Logic

A systematic inquiry into both Aristotelian and modern contributions to the science of logic, emphasizing the compatibility of traditional and symbolic logic.

PHI 224
Ethics

3 credits

Concerns the human quest for happiness and the attainment of ultimate ends. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology.

PHI 324

3 credits

Medical Ethics

Examines moral problems that arise in the practice of medicine. Various theories about what is good and what is right are considered and related to bio-ethical and socio-ethical issues.

PHI 328

3 credits

Business Ethics

A study of general moral principles and their application to ethical issues and problems pertaining to business activities and the nature of the corporation in contemporary society.

PHI 329

3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor and division

chair.

Designed for small groups of students to pursue in depth a particular aspect of philosophy that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and

PHI 331

3 credits

American Philosophy

meets for 36 contact hours.

An introduction to selected writings of such classical American thinkers as Peirce, James, Dewey and Whitehead.

PHI 332

3 credits

Philosophy of the Human Being

A study of human being, with particular emphasis on concepts of the self and the problem of human freedom and determinism.

PHI 333

3 credits

Existentialism

An analysis of the origins and basic theories of existentialism, including selections from the writings of Kierkegaard, Nietzsche, Heidegger and Sartre.

PHI 334

3 credits

Philosophy of Science

A study of the problems of inductive reasoning, the status of observations, laws, theories, theoretical entities and scientific revolutions.

PHI 335

3 credits

Philosophy of Love

Examines philosophical commentaries on the traditional forms of love and their practical implications for the nature of human relationships.

PHI 336

3 credits

Philosophy of Atheism

A study of the scientific and humanistic forms of atheism, as proposed by Comte, Feuerbach, Marx, Nietzsche, Freud, Sartre, Merleau-Ponty, Ayer and others. Special attention will be given to the atheistic features present in numerous forms of belief in God.

PHI 337

3 credits

Philosophy of Art

A study of theories of art that examine such topics as beauty, creativity, the imagination and the role of art in life.

PHI 345

3 credits

Contemporary Moral Issues

Discussion of contemporary moral issues such as sexual equality, racism, censorship, economic justice and population control.

PHI 364/REL 364

3 credits

Studies in Jewish Thought

Selected topics in Jewish thought, with emphasis on problems, thinkers and movements.

PHI 366/REL 366

3 credits

Studies in Oriental Thought

Selected topics in Oriental thought, with emphasis on problems, thinkers and movements.

PHI 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair

A variable-content course in philosophy that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHI 429

1-3 credits

Advanced Directed Study and Research

Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of philosophy that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Physical Education

PED 101

1 credit

Concepts of Physical Education

A functional course required of all students that consists of lectures and activity participation. Two hours per week.

PED 113

3 credits

Introduction to Physical Education

Prerequisite: ENG 120

An introduction to the basic preparation and knowledge needed for the professional teaching program. The course includes observation, information and facts regarding the physical education teaching profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of physical education.

3 credits

Introduction to Sports Management

Prerequisite: ENG 120

An introduction to the basic preparation and knowledge needed for the professional program. The course includes observation, information and facts about the sports management profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of sports management.

PED 115

3 credits

Introduction to Recreation and Leisure

Prerequisite: ENG 120

An introduction to the basic preparation and knowledge needed for the professional program. The course includes observation, information and facts about the recreation profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of recreation and leisure.

PED 150-199

1 credit each

Activities

Each student selects from and engages in individual sports and recreational activities such as bowling, golf, gymnastics, racquetball, tennis, waterskiing, karate and weight training. Two hours per week. Karate and bowling require a lab fee.

**PED 201** 

1 credit

Beginning Swimming

Prerequisite: Sophomore standing.

Required of all students. Three hours per week.

**PED 202** 

1 credit

Intermediate Swimming Prerequisite: PED 201

Three hours per week.

**PED 213** 

3 credits

Practicum: Physical Education

Prerequisite: PED 113

Designed as an apprenticeship at a selected grade level of physical education. This course will allow students to work with teachers in areas of instruction.

PED 214

3 credits

Practicum: Sports Management

Prerequisite: PED 114

Designed as an apprenticeship in a chosen area of sports management. This course will allow students to experience, through practical application, the aspects required to organize, manage and administer programs.

**PED 215** 

3 credits

Recreation and Leisure

Prerequisite: PED 115

The course is designed to allow students to observe the various aspects required to work in, organize, manage and administrate programs in a chosen area of Recreation and Leisure. Students will have a chance to evaluate these areas or fields as they relate to themselves, others and as a future job possibility. This will be done by observation, discussions with program directors, other students and their supervising instructor. The practicum may be done on or off campus and will involve a minimum of four hours a week and a seminar.

PED 220

3 credits

Motor Development

Prerequisites: PED 113, 114, or 115, PED 228 and BIO 220

The study of the principles for teaching the basic motor skills to pre-schoolers and children in school. The disciplines of perceptual and motor learning, child growth and development, and the elementary school physical education curriculum serve as the research base.

**PED 224** 

1 credit

CPR - Basic Life Support

Prerequisite: Sophomore standing.

Designed to prepare students to perform the lifesaving skills of artificial resuscitation, cardiopulmonary resuscitation (basic life support) and obstructed airway procedures in emergency situations (ARC certification available). Lab fee.

**PED 225** 

3 credits

First Aid and Emergency Care Prerequisite: Sophomore standing.

Designed to prepare the participants to meet the needs of most situations involving personal safety, emergency first aid care and basic life support. Lab fee.

PED 228

3 credits

Measurement and Evaluation in Physical Education: A Microcomputer Approach Prerequisite: A minimum of MAT 121 and COM 130

This course is designed for the purpose of preparing undergraduate Physical Education teachers and Sports Managment majors to develop expertise in selecting, administrating and evaluating appropriate measures of physical, cognitive and affective performance as well as measurement concerns with special populations in both the school and non-school settings. The use of statistics in analyzing, evaluating and interpreting data is an integral part of this course.

PED 301

3 credits

Methods and Content of Elementary Games Prerequisites: PED 113, 220

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction, and practical application for the content area of teaching educational games and related skills.

3 credits

Methods and Content of Elementary Dance

Prerequisites: PED 113, 220

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching dance and related skills.

# PED 303

3 credits

Methods and Content of Elementary Gymnastics

Prerequisites: PED 113, 220

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching gymnastics and related skills.

# PED 304

3 credits

Methods and Content of Movement Education Prerequisites: PED 113, 220

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching movement education and manipulative skills.

# PED 306

3 credits Th

Instructional Design and Content of Racquet Sports/Track and Field

Prerequisites: PED 113, sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for teaching racquet sports and track and field activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

# PED 307

3 credits

Instructional Design and Content of Swimming/Golf

Swimming/Golf
Prerequisite: PED 113, sophomore standing,

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for teaching swimming and golf activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

# PED 308

3 credits

Instructional Design and Content of Personal Fitness/Weight Training

Prerequisite: PED 113, sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for teaching the personal fitness course (required by the state of

Florida) and weight-training activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

### PED 309

3 credits

Instructional Design and Content of Team Sports and Activities

Prerequisite: PED 113, sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for teaching team sports and activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

### PED 311

3 credits

Lifeguarding

Prerequisite: PED 201 or permission of instructor.

Knowledge and skills necessary for saving oneself or others in the event of aquatic emergency. ARC certification available. Lab fee.

# PED 313

3 credits

Water Safety Instruction

Prerequisite: PED 311 or permission of instructor.

Examination of the various swimming strokes leading to identification of appropriate methods and techniques for instructing others. ARC certification available. Lab fee.

# PED 320

3 credits

Theory and Practice of Coaching

Prerequisite: Junior Standing.

The study of the principles associated with coaching that enable students to scientifically design practice and game regimens and strategy. The disciplines of kinesiology, exercise physiology, motor development, anatomy, physiology, sociology and psychology serve as the research base.

# PED 321

3 credits

Sociology of Sport

Prerequisite: PED 228

Introduction to the literature of the field, with extensive study of the theories of sport participation. Function and social processes of sport.

# PED 322

3 credits

Coaching Football

Prerequisite: Junior standing.

The principles and practices of coaching football, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

### **PED 323**

3 credits

Coaching Golf and Tennis

Prerequisite: Junior standing.

The principles and techniques applicable to the teaching and coaching of golf and tennis at various competitive and recreational levels.

3 credits

Coaching Basketball

Prerequisite: Junior standing.

The principles and practices of coaching basketball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

### PED 325

3 credits

Coaching Baseball

Prerequisite: Junior standing.

The principles and practices of coaching baseball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

# PED 329

3 credits

Directed Study or Research

Prerequisite: Permission of instructor and division

Designed for small groups of students to pursue a particular aspect of physical education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

#### PED 340

3 credits

Prevention and Treatment of Athletic Injuries Prerequisite: Sophomore standing.

An in-depth study of practical experience in the

practices and techniques utilized in preventing and/or treating injuries used in teaching physical education, in athletic coaching, in recreational leadership and in intramural supervision. Lab fee.

#### PED 347

3 credits

First Aid and CPR Instructor

Prerequisite: PED 224 and 225 with current certifica-

Designed to prepare the participants to teach and certify students for teaching the ARC "Standard First Aid and Personal Safety" and cardiopulmonary resuscitation courses. First aid knowledge and skills will be reviewed as well as appropriate methods and techniques of instruction. ARC certification available. Lab fee.

# PED 350

3 credits

Adaptive Physical Education Prerequisite: Junior standing.

Theory and practice in developing physical education programs for the temporarily disabled and for those students who seldom take an active part in regular physical education programs.

# PED 360

3 credits

School and Community Health Education and Diseases

Prerequisite: Sophomore standing.

Students discuss and research the present health education programs in schools and communities and cover the contemporary view of disease, its etiology, pathophysiology and modern techniques of diagnosis.

# PED 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in physical education that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

#### PED 414

1-12 credits

Internship: Sports Management

Prerequisites: Junior standing and permission of division chair.

An internship to provide the student with additional specialized training and experience in a setting related to student interest. A maximum of 12 hours may be taken.

# PED 420

3 credits

Kinesiology

Prerequisite: PED 220

To prepare physical education majors to enter this field and allied fields, such as athletic training, corrective therapy and health; to understand the application of anatomy and mechanical principles to the area of movement in everyday life and sport activity.

# PED 425

3 credits

Physiology of Exercise Prerequisite: PED 220

Designed to help the physical education major apply the principles of physiology directly to the fields of physical education, athletic training, corrective therapy and other related areas.

# PED 429

1-3 credits

Advanced Directed Study or Research

Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of physical education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

#### PED 434

3 credits

Seminar in Sports Management Prerequisite: Senior standing; PED 114, 214, 444

This course is designed to provide the student with knowledge of fund raising, legal concerns, public relations, facilities development and other such topics. Students discuss current athletic management situations and problems.

3 credits

Organization and Administration of Physical Education

Prerequisite: Junior standing; PED 113, 213

Designed to cover the organization and administrative policies, standards and procedures involved in the physical education teaching profession and related fields. Emphasis on the education perspective and various administrative problems.

### PED 444

3 credits

Organization and Administration of Sports Management

Prerequisite: Junior standing; PED 114, 214

Designed to cover the organization and administrative policies, standards and procedures involved in the sports management profession and related fields. Emphasis on the sports management perspective and various administrative problems.

# **PED 445**

3 credits

Organization and Administration of Recreation

Prerequisite: Junior standing: PED 115 and 215

Designed to cover the organization and administrative policies, standards and procedures involved in the areas of recreation and leisure profession and related fields. Emphasis on the recreation and leisure perspective and various administrative problems.

# Physics

PHY 121

3 credits

Fundamental Concepts of Physics

A series of topics in physics is presented for students whose major is outside the Division of Natural Science and Mathematics. Fundamental concepts and their impact on our culture and daily life are stressed.

# PHY 131

3 credits

Introductory Physics Prerequisite: MAT 121

The fundamental concepts of kinematics, dynamics, statics, heat, sound, electricity and magnetism, optics, atomic and nuclear physics, and relativity. A one-semester algebra-based course in physics.

#### PHY 221

4 credits

General Physics I Prerequisite: MAT 161

A study of the fundamental concepts and laws of physics and their applications. Topics considered are mechanics, heat and wave motion. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

# PHY 222

4 credits

General Physics II Prerequisite: PHY 221

This is a continuation of PHY 221 and includes electricity, magnetism, optics and modern physics. Three lectures and one three- hour laboratory per week. Offered in the Spring Semester.

# PHY 329

3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor and division

Designed for small groups of students to pursue in depth a particular aspect of physics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

# PHY 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in physics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

# PHY 429

1-3 credits

Advanced Directed Study and Research Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of physics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

# Political Science

#### POL. 121

3 credits

Introduction to Politics

An introduction to politics by means of an examination of the perennial questions of politics, contemporary political events and issues, as well as different political orders.

# POL 123

3 credits

The Law and Society

A study of the law and its application to or effect upon all aspects of our society. An insight into sources and the kinds of law, court systems, crimes, property and personal rights, contracts, and laws affecting marriage and the family.

### POL 223

3 credits

American Federal Government

An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee system, the electoral college, political parties and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected.

#### POL 224

3 credits

American State and Local Government

An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today.

# POL 311

3 credits

Political Theory I

A detailed treatment of selected works of classical political philosophy, including such important authors as Plato, Aristotle, Cicero, St. Augustine and St. Thomas. Selections and themes may vary.

#### POL 312

3 credits

Political Theory II

A detailed treatment of selected works of modern political philosophy, including such important authors as Machiavelli, Hobbes, Locke, Rousseau, Marx and Nietzsche. Selections and theme may vary. Recent political thinkers such as Herbert Marcuse, Hannah Arendt and John Rawls may be included.

# POL 320/PSY 320/SOC 320

3 credits

Methods of Social Research Prerequisite: PSY 223 or GBA 325

An analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

# POL 321

3 credits

Criminal Law I

Prerequisite: POL 123 or permission of instructor

An introduction to due process regulating the activities of police and other components of the criminal justice system. Main topics include laws of search and seizure and arrest; interrogations and confessions; entrapment; the exclusionary rule; and basic trial procedure.

#### POL 322

3 credits

### Criminal Law II

An in-depth research of laws and interpreting of court decisions. The practice of developing an understanding of evidence and procedure and the protective rights of society.

#### POL 323

3 credits

Comparative Politics
Prerequisite: POL 121

A study of various political systems, particularly the Soviet Union, the United Kingdom, China and Germany, along with the problems associated with a comparative approach.

# POL 324

3 credits

The Politics of Developing Nations
Prerequisite: Junior standing or permission of instruc-

An analysis of the relations between the United States and the developing nations of the world, with emphasis on the post-World War II period.

### POL 325

3 credits

Public Administration

Prerequisite: Junior standing or permission of instructor.

An analysis of the nature of public administration, its structures and limitations; staff organization and chain of command; unemployment policies and personnel training and management; employees, organizations and public relations.

#### POL 326

3 credits

United States Constitutional Law I Prerequisite: POL 223 or permission of instructor.

A study of the historical development and expansion of judicial power, with emphasis on leading cases relative to judicial review, congressional and legislative powers, federalism, commerce, taxation and economic due process.

#### POL 327

3 credits

United States Constitutional Law II

Prerequisite: POL 223 or permission of instructor.

A survey of constitutional rights and liberties, with emphasis on current problems and cases in the areas of equal protection, criminal procedure, freedom of press and speech and freedom of religion.

# POL 329

3 credits

Directed Study or Research

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue a particular aspect of political science that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

# POL 330/HTY 330

3 credits

War and Peace

Prerequisite: Junior standing or permission of instructor.

A historical survey course covering the period from the ancient to the modern world. Primary attention is focused on American military history; however, Roman military strategy, warfare in the Middle Ages and the Napoleonic Wars are included.

# POL 333/HTY 333

3 credits

Palestine and Israel

Prerequisite: Junior standing or permission of instructor

A detailed examination of the 20th century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects.

### POL 337/HTY 337

3 credits | Inter

The Legacies of the British Empire
Prerequisite: Junior standing or permission of instru

Prerequisite: Junior standing or permission of instructor.

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan.

# POL 339/HTY 339

3 credits

Readings in Political Science

Prerequisite: Junior standing or permission of the instructor.

Readings, group discussion and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics.

# POL 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in political science that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the presidency, the judicial process, or other special topics. Topic to be covered is announced in advance of registration.

#### POL.412

3 credits

**Political Ideologies** 

Prerequisites: POL 311, 312

A description and analysis of the practical application of trends of political thought. The course will examine such basic ideas as democracy in all its shades and authoritarian and totalitarian political thought, including communism, national socialism and fascism.

# POL 421/GEO 421

3 credits

Political Geography

Prerequisite: ĞEO 221 or permission of instructor.

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

#### POI. 422

3 credits

# Congress, the Presidency and the Party System

Prerequisite: POL 223

A detailed study of the legislative and executive branches of the federal government. This course also surveys the functioning of the federal bureaucracy as an area of mixed and overlapping powers. Included is an inquiry into the origin, nature and function of American political parties.

#### POL 423

3 credits

#### International Relations

Prerequisite: Junior standing or permission of instructor.

An analysis of the relations among subnational, national and supranational factors: foreign policy formation. Problems and developments of international politics and organizations.

# POL 424/ECO 424

3 credits

# International Political Economy

Prerequisite: ECO 201

An exploration of the linkages between politics and economics in international affairs; emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U. S. economic foreign policy.

# POL 425

3-6 credits

# Pre-Law Seminar

Prerequisite: Senior standing in pre-law or permission of instructor.

Analysis of the legal process, extensive readings, and when offered for six credits, supervised field study with practicing attorneys.

#### POL 427/HTY 427

3 credits

#### History of Ideas

Prerequisite: Junior standing and permission of instructor.

A study of the major intellectual currents that have dominated historical thought in the Western world since the Renaissance.

#### POL 429

1-3 credits

Advanced Directed Study and Research
Prerequisites: Permission of instructor and division
chair.

Intensive individual study in a particular aspect of political science that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

POL 499

3 credits

Senior Seminar in Political Science

Prerequisite: Senior standing in political science.

Directed research and the development and presentation of a senior thesis on a significant issue in political science or detailed readings on a significant single theme.

# **Psychology**

PSY 101

1 credit

Seminar on Self-Awareness

This course is designed to enhance the student's awareness of self. Attention is given to study habits and self-image improvement. This is a pass/fail course.

**PSY 110** 

1 credit

Career Exploration

Orientation to college life and career choice. In some cases, this course emphasizes the adjustment from military to civilian life. This is a pass/fail course.

**PSY 121** 

3 credits

Introduction to Psychology

A survey of the major areas in psychology. Principal topics covered are: physiological bases of behavior, personality, mental disorders and treatment, social influences and other basic issues. The course introduces students to the broad spectrum of theories used in understanding human behavior.

**PSY 122** 

3 credits

Psychology of Adjustment

An overview of psychological theories and principles related to human adjustment, including effective and ineffective coping behaviors.

### PSY 221/EDU 221

3 credits

Human Growth and Development

A longitudinal study of human development, considering the emotional, physical, social and intellectual factors of growth from the prenatal period through old age. Three hours per week and scheduled field observation.

# PSY 223/SOC 223

3 credits

Statistics for the Social Sciences

Prerequisite: One course in mathematics other than MAT 101.

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measure of variability, frequency distributions, correlation and parametric and nonparametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r and Chi Square.

# PSY 228

3 credits

Social Psychology

Prerequisite: PSY 121 or permission of instructor.

A study of the perceptions, attitudes, personality, motivations and behavior of the individual as a function of social situations. Emphasis on theory, research and application.

# PSY 318/SWK 318

3 credits

The Life Cycle

Prerequisite: PSY 121, SOC 121 or SWK 121

A study of human behavior and development as it is influenced by multiple factors in the social environment throughout the various stages of the life cycle from birth to death.

#### *PSY319/SWK319*

3 credits

Human Behavior in Stress and Crisis

Prerequisite: PSY 121 or SWK 121

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

# PSY 320/POL 320/SOC 320

3 credits

Methods of Social Research Prerequisite: PSY 223 or GBA 325

Analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

#### PSY 321

3 credits

Psychological Tests and Measurements
Prerequisites: PSY 121 and 223

A study of basic principles underlying test construction as well as a review of the most common psychological tests used to assess ability, personality and occupational preference.

# PSY 322

3 credits

Physiological Psychology

Prerequisite: PSY 121

The structure and function of the central nervous system as related to emotion, motivation, learning and theory of brain functions.

# PSY 324

3-4 credits

Experimental Psychology Prerequisites: PSY 121 and 223

The application of major scientific research methods and strategies to psychology. Offered for four credits when taken with a laboratory.

#### PSY 327

3 credits

Abnormal Psychology Prerequisite: PSY 121

A review of the historical and current scientific approaches to the study of abnormal behavior, emphasizing theories of causation, symptomatology and treatment.

#### PSY 328

3 credits

**Psychopharmacology** 

Prerequisite: Junior standing or permission of instructor.

A study of the principal narcotics and an analysis of their physiological, psychological and sociological impact.

### PSY 329

3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue a particular aspect of psychology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

### PSY 331

3 credits

Interviewing and Counseling Skills

Prerequisites: PSY 121 and junior standing or permission of instructor.

This course provides students with a basic framework of skills in the area of interpersonal communication for use in clinical settings and in a wide spectrum of human service settings.

# PSY 335

3 credits

Psychology of Women Prerequisite: PSY 121

An analysis of the body of psychological literature that attempts to explain the personality and behavior of women. Topics covered include employment concerns, victimization, biological factors and gender differences in personality development, interpersonal relationships and child-rearing practices.

# PSY 340/SWK 340

3 credits

Small Group Processes

Prerequisite: PSY 121 or SWK 121

A study of group work as related to personality adjustment. The theory and practice of group work is studied and practiced.

# PSY 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in psychology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as specific counseling theories, the aging process, or other special topics. Topic to be covered is announced in advance of registration.

#### PSY 422

3 credits

Psychology of Learning

Prerequisite: PSY 324 or permission of instructor.

A study of the significant concepts and experimental methods of learning. Topics include past and current research and theory on classical and instrumental con-

ditioning, extinction processes, schedules of reinforcement, generalization and discrimination, verbal learning and memory.

#### PSY 423

3 credits

Educational Psychology Prerequisite: PSY 121

Understanding of the applications of psychological principles to the educational process.

#### PSY 425

15 credits

Practicum in Psychology

Prerequisites: Senior standing in psychology; PSY 499 and approval by the Psychology Practicum Committee.

Supervised field placement giving students an opportunity to work in local agencies with individuals and groups for approximately 40 hours per week for 12 weeks. Placements are available in such facilities as psychiatric hospitals, youth services and mental health clinics. Additional attendance at a weekly seminar is required.

# PSY 427

3 credits

Personality Theory

Prerequisites: PSY 121 and junior standing or permission of instructor.

A review of the major historical and contemporary personality theories that attempt to explain and describe human behavior.

#### PSY 428/SWK 428

3 credits

Counseling Principles and Practices

Prerequisites: PSY 327, 427 and PSY 331 or SWK 331

or permission of instructor.

A study of counseling psychology from a theoretical and applied perspective. Topics include individual versus group counseling, counseling special populations, and counseling in various settings. Topics will be presented in both a didactic and experiential format. In addition, legal and ethical issues will also be addressed.

#### PSY 429

1-3 credits

Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of psychology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

PSY 431

3 credits

Childhood Disorders Prerequisite: PSY 327

The study of the causes, symptoms and treatment of abnormal behaviors in childhood and adolescence. Emphasis on understanding disorders within a developmental framework.

PSY 432

3 credits

Psychology of Motivation

Prerequisites: PSY 324 and junior standing or permission of instructor.

A review of the major theories that attempt to explain motivated behavior from a physiological, cognitive, social, environmental and/or learning point of view.

**PSY 433** 

3 credits

Sensation and Perception Prerequisite: PSY 121

A study of sensory and perceptual phenomena, including all basic sensory systems and such topics as pain perceptions, illusions and hallucinations, sensory deprivation, color vision and color blindness, deafness, sensory-motor development and altered states of consciousness.

PSY 440/SWK 440

3 credits

Small Group Leadership

Prerequisite: PSY 340 and permission of instructor.

Advanced study of the theory and process of group dynamics. Emphasis on the development of skills and techniques for effective group leadership. Four hours per week.

PSY 499

199 3 credits

Senior Seminar in Psychology

Prerequisite: Senior standing in psychology with a minimum of six psychology courses including PSY 324.

Designed as the capstone course in psychology. Students will undertake an in-depth, critical review of the literature on a specific topic relevant to some aspect of psychology. Each student will present his paper orally and in written format, and participate orally in the analysis and discussion by peers.

# Religious Studies

**REL 110** 

3 credits

Catholicism

An introduction to basic Catholic beliefs and values and a study of the various ways Catholics have responded to challenges to religious faith posed by contemporary cultural developments.

**REL 124** 

3 credits

Introduction to the Old Testament

A basic introduction to the literature and theology of the Jewish Scriptures.

REL 125

3 credits

Introduction to the New Testament

A basic introduction to the literature and theology of the New Testament, including exposure to critical methods such as form and reduction criticisms.

**REL 131** 

3 credits

Introduction to Religion

An introduction to the principal issues involved in understanding the nature of religion and evaluating its relevance in today's world.

**REL 141** 

3 credits

Introduction to Judaism

A study of Jewish theology, worship and history, including the impact of the state of Israel and the Holocaust on Jewish faith.

**REL 220** 

3 credits

Christian Morality

A study of the principles of Christian morality.

REL 222

3 credits

The Second Vatican Council and Beyond

A study of the documents of the Second Vatican Council and more recent developments in the life of the Catholic Church.

**REL 223** 

3 credits

Religions of the World I: Western Religions

A study of Western religions, including religions of non-literate societies and ancient religions, Judaism, Christianity and Islam.

REL 224

3 credits

Religions of the World II: Eastern Religions

A study of Eastern religions, including Hinduism, Buddhism, Confucianism, Taoism and the religions of Japan.

**REL 320** 

3 credits

Foundations of Christian Faith

A study of the foundations of Christian faith, rooted in human nature, the cosmos, Christian revelation and Jesus.

**REL 325** 

3 credits

The Gospels of Matthew, Mark and Luke

A study of the three "synoptic" gospels: how the gospels were developed, how they relate to the historical Jesus and their theological significance.

**REL 326** 

3 credits

The Gospel of John and Related Writings

John's gospel and epistles studied in detail, with particular emphasis on the theological content.

3 credits

**REL 327** 

3 credits

The Life and Writings of Paul

The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church, early Christian worship.

**REL 329** 

3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor and division

Designed for small groups of students to pursue in depth a particular aspect of theology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

REL 331

3 credits

Religion and Personal Experience

20th-century concentrating on study autobiographical examples of the variety and ways in which people have found religious meaning in life.

REL 333

3 credits

Survey of Christian Theology I

Christian theology from the time of Jesus to the Reformation. Offered in alternate years.

**REL 334** 

3 credits

Survey of Christian Theology II

Christian theology from the Reformation to the present. Offered in alternate years.

REL 335

3 credits

The Torah

Source, form and redaction criticism of the first five books of the Jewish Scriptures and an investigation of the place of the Torah in Israel's life.

REL 336

3 credits

Historical Books

A study of Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, Ezra (Tobit and Judith optional). The Jewish view of history and how the Jews remembered the past for what it had to say to their present lives.

**REL 337** 

3 credits

Prophetic Writings

A study of Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel and the "Twelve" (Baruch I and II, Maccabees optional), and an investigation of the phenomenon of prophecy and its historical setting in Israel.

**REL 338** 

3 credits

Poetry and Wisdom Literature

Job, Psalms, Proverbs, Ecclesiastes and the Song of Solomon (Wisdom of Solomon and Wisdom of Ben Sirach optional). A study of the literary qualities, individual experiences and institutional settings that created these writings.

**REL 345** 

Christian Social Ethics

An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace and justice.

REL 351

3 credits

Theological Aspects of Marriage

A study of the biblical and theological foundations of the Christian view of marriage and sexuality and a consideration of contemporary issues in the light of Christian values.

REL 357

3 credits

Women in the Church

A study of the contributions of women to Christian life from the time of Christian origins to the present and an analysis of the current situation and problems of women in the Church.

REL 364/PHI 364

3 credits

Studies in Jewish Thought

Selected topics in Jewish thought, with emphasis on problems, thinkers and movements.

REL 366/PHI 366

3 credits

Studies in Oriental Thought

Selected topics in Oriental thought, with emphasis on problems, thinkers and movements.

REL 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division

A variable content course in religious studies that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of

registration. **REL 424** 

3 credits

Death and the Meaning of Life

People's awareness of their mortality and how it affects their life and culture. Sources of courage in the face of death are considered.

**REL 429** 

1-3 credits

Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of theology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

**REL 431** 

3 credits

Liturgy

A study of Christian worship and sacramental theology.

**REL 432** 

3 credits

Christian Spirituality

Christian perspectives on spirituality and its place in contemporary life. May include an emphasis on particular traditions (such as the Benedictine) and practical instruction.

REL 489

3 credits

Methods and Materials in Secondary

Religious Education

Catechetical methods, resources and media for teaching religion at the secondary school level. Field experience scheduled.

## Restaurant and Hotel Management

RHM 220

3 credits

Introduction to Restaurant and Hotel

Management

A study of the hospitality industry, emphasizing its history, traditions and career opportunities. The duties and responsibilities of entry-level positions will be covered.

RHM 222

3 credits

Food Fundamentals

An examination of the causes and prevention of food spoilage and food-borne diseases. Emphasis will be given to regulations and NIFI certifications, the importance of chemicals and the role of safety.

**RHM 320** 

3 credits

**Purchasing** 

A study of the purchasing functions, specifications and forms, controls and typical products. Topics include management skills and considerations, guest demands, food and beverage controls and policies and inventory maintenance.

RHM 329

chair.

3 credits

Directed Study: Readings or Research Prerequisite: Permission of instructor and division

Designed for small groups of students to pursue in depth a particular aspect of restaurant and hotel management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

RHM 330

3 credits

Food Production Management

Prerequisite: RHM 222

Food production techniques are analyzed in regard to the regulation and specifications of the consumer goods industry. Laboratory work in food and beverage preparation, service and procedure is conducted.

RHM 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division

A variable content course in restaurant and hotel management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

RHM 425

3-12 credits

Restaurant and Hotel Management Internship

Prerequisite: Permission of program director.

Supervised practical experience in industry positions. Emphasis is placed on food production techniques, developing good work habits, supervisory skills and management policies and procedures. Fee.

RHM 429

1-3 credits

Advanced Directed Study and Research Prerequisite: Permission of instructor and division

Intensive individual study in a particular aspect of restaurant and hotel management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

RHM 498

3 credits

Seminar in Restaurant and Hotel Management

Prerequisite: 90 semester hours.

An analysis of the layout and design of a restaurant or hotel operation. Emphasis is placed on cost-volume profit predictions. Students are also expected to participate in campus activities offering supervisory and management opportunities. Open to Restaurant and Hotel Management majors only.

## Social Work

SWK 121

3 credits

Introduction to Social Work

An introductory study of major areas of practice to provide understanding and appreciation of social work. The course includes a brief history and philosophy of social welfare and social institutions. The student is introduced to career opportunities within the field of social welfare.

SWK 318/PSY 318

3 credits

The Life Cycle

Prerequisites: SOC 121, SWK 121, or PSY 121

A study of human behavior and development as it is influenced by multiple factors in the social environment throughout the various stages of the life cycle from birth to death.

#### SWK 319/PSY 319

3 credits

Human Behavior in Stress and Crisis

Prerequisite: PSY 121 or SWK 121

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

#### SWK 329

3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of social work that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

#### SWK 331

3 credits

Interventive Skills

Prerequisites: SWK 121 and junior standing in social work.

The course orients the student to the profession of social work and provides a beginning repertoire of interventive skills. Emphasis is placed upon basic communication skills and the on-going critique of student performance. Role playing and video taping are used extenstively. Includes a non-credit laboratory one hour per week.

#### SWK 332

3 credits

Pre-Internship

Prerequisites: Junior standing in social work, SWK 121 and concurrent enrollment in SWK 333.

This course is designed to allow the social work concentrator practical experience within a social service agency for a minimum of six hours a week. Includes an integrative seminar 1 1/2 hours per week.

#### SWK 333

3 credits

Methods of Social Work Practice I

Prerequisités: Junior standing in social work and SWK 121.

A systems approach to the solving of human problems. Emphasizes the development of a theoretical base for social work practice with individuals and families.

#### SWK 334

3 credits

Methods of Social Work Practice II
Prerequisites: Junior standing in social work and
SWK 121.

Emphasis on the development of advanced skills and knowledge of problem solving techniques for use with small groups. Focuses on both task and treatment groups and approaches intended for use with a broad segment of social work clients.

#### SWK 335

3 credits

Methods of Social Work Practice III

Prerequisites: Junior standing in social work and SWK 121.

Examination of the various models of community organization: social planning, social action and community development, as well as the many roles social workers occupy in community work. Primary focus is on the identification and development of community resources.

#### SWK 340/PSY 340

3 credits

Small Group Processes

Prerequisite: PSY 121 or SWK 121

A study of group work as related to personality adjustment. The theory and practice of group work is studied and demonstrated.

#### SWK 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in social work that is designed for a specific class level: freshman (100) through senior (400). A study and discussion of the characteristics and problems of a specific group, such as the aged, the addicted, the mentally retarded, or the handicapped; school related problems; or the broad study of human services in mental health. Topic to be covered is announced in advance of registration.

#### SWK 423

3 credits

Social Welfare Policy I

Prerequisite: Junior standing.

A description of the major components of the social welfare system in the United States. This course includes the historical development and philosophy behind our present social welfare system and uses current social welfare programs as examples.

#### SWK 424

3 credits

Social Welfare Policy II
Prerequisite: SWK 423

A study of the various theoretical frameworks used to evaluate social welfare policy. The course asks students to look at and compare social welfare programs in the United States and in other societies.

#### SWK 425

15 credits

Field Placement in Social Work

Prerequisites: Senior standing in social work; SWK 333 and 334 and approval by the Social Work Field Placement Committee.

Supervised field placement giving students an opportunity to work in local agencies with individuals, families, groups and communities for a minimum of 416 hours. Placements are available in such settings as schools, hospitals, mental health clinics, nursing

homes, social welfare and juvenile facilities. Includes a required weekly seminar for integrating theory with social work practice.

#### SWK 428/PSY 428

3 credits

Counseling Principles and Practices
Prerequisites: PSY 327, 427 and PSY 331 or SWK 331,

or permission of instructor.

An examination of theory and practice in counseling. Professional and ethical issues are considered.

#### SWK 429

1-3 credits

Advanced Directed Study and Research Prerequisites: Permission of instructor and division chair

Intensive individual study in a particular aspect of social work that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

#### SWK 440/PSY 440

3 credits

Small Group Leadership

Prerequisites: SWK 340 and permission of instructor. Advanced study of the theory and process of group dynamics. Emphasis on the development of skills and techniques for effective group leadership.

## Sociology

(Including Criminology)

#### SOC 121

3 credits

Introduction to Sociology

A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction and the structure and organization of social groups.

#### SOC 222

3 credits

Social Problems

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions.

#### SOC 223/PSY 223

3 credits

Statistics for the Social Sciences

Prerequisite: One course in mathematics other than MAT 101.

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measures of variability, frequency distributions, correlation, and parametric and non- parametric tests of statistical significance. Inferential techniques include

z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r and Chi Square.

#### SOC 320/POL 320/PSY 320

3 credits

Methods of Social Research Prerequisite: SOC 223 or GBA 325

An analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

#### SOC 321

3 credits

Social Organization Prerequisite: SOC 121

A sociological analysis of organizations, the goals they are structured to serve, their structures and the manner in which organizations interact with their environment.

#### SOC 322/HTY 322

3 credits

Race and Ethnicity in American Culture Prerequisite: SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Mexican-Americans, Puerto Ricans, Orientals, American Indians.

#### SOC 323

3 credits

Sociological Theory Prerequisite: SOC 121

An analysis of the fundamental principles underlying social theory and an evaluation of major sociological theories, both classical and contemporary.

#### SOC 324

3 credits

Marriage and the Family Prerequisite: SOC 121

An interdisciplinary, cross-cultural study of marriage and the family with major emphasis given to the pragmatic aspects of family life.

#### SOC 325

3 credits

**Urban Sociology** 

Prerequisite: SOC 121

An analysis of the major issues confronting modern industrial, urbanized societies.

#### SOC 326

3 credits

Theories of Criminal Behavior

Prerequisite: SOC 121 or PSY 121 or permission of instructor.

An interdisciplinary investigation into the causes and patterns of criminal and deviant behavior.

#### SOC 327

3 credits

Cultural Anthropology

Prerequisite: SOC 121

An examination of the concept of culture through a study of the range of human societies, including a disciplined reflection upon American culture.

SOC 328

3 credits

Drugs, Society and Human Behavior

Prerequisites: BIO 121 or PSY 121 or permission of

An interdisciplinary approach will be taken in analyzing the biological, psychological and social forces that influence the use of psychoactive substances (both legal and illegal), as well as in studying the effects that use of these substances have on human nervous systems, behaviors and society.

SOC 329

3 credits

Directed Study: Readings or Research
Prerequisite: Permission of instructor and division

Designed for small groups of students to pursue in depth a particular aspect of sociology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SOC 331

3 credits

Social Change

Prerequisite: SOC 121 or permission of instructor.

A study of the underlying principles of social change and social transformation. It includes a detailed analysis of the relationship between personal experience of change and larger socio- historic changes.

SOC 335/HTY 335

3 credits

Women in American Society

An examination of the roles of women both from a historical and a contemporary perspective with the objectives of understanding what it means to be female in America.

SOC 336

3 credits

Criminal Justice Systems

Prerequisite: POL 123 or permission of insructor.

A comprehensive overview of criminal justice decision making, law enforcement, lawyers and courts, crime prevention, decriminalization and corrections.

SOC 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division

A variable content course in sociology or criminology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the American Indian community corrections or other special topics. Topic to be covered is announced in advance of registration.

SOC 421

3 credits

Juvenile Justice

Prerequisites: POL 123 or permission of instructor.

An examination of deviant juvenile behavior in terms of theory, methods of analysis, prevention and treatment.

SOC 424

3 credits

Family Analysis

Prerequisites: Junior standing and SOC 121.

Theory of interpersonal relations and interaction in the modern family. Analysis of role and function.

SOC 425

15 credits

Field Placement in Criminology

Prerequisites: Senior standing in criminology and approval by the Criminology Field Placement Committee.

Supervised field placement giving students an opportunity to work in local agencies for approximately 40 hours per week for 12 weeks, Placements are available in such areas as law enforcement agencies and the offices of the state attorney and public defender.

SOC 429

1-3 credits

Advanced Directed Study and Research

Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of sociology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

SOC 430

3 credits

Correctional Systems

Prerequisites: POL 123 or permission of instructor.

The historical and contemporary analysis of penal systems and reformatories in terms of organization, procedures, programs and effectiveness.

SOC 499

1-3 credits

Senior Seminar

Prerequisite: Senior standing sociology or criminol-

The integration of concepts within the fields of sociology or criminology.

Speech

SPH 221

3 credits

Fundamentals of Speech

Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches.

SPH 223

3 credits

Phonetics and Articulation

Study of the scientific bases of voice and speech; analysis of the phonetic structure of our speech and language through application of the International Phonetic Alphabet.

SPH 325/EDU 325

3 credits

**Introduction to Speech Disorders** 

Prerequisite: SPH 223 or permission of instructor. The nature, causes and treatment of certain speech disorders, such as defective articulation, stuttering,

cleft palate and voice disorders.

SPH 329

3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division

Designed for small groups of students to pursue in depth a particular aspect of speech that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SPH 331

3 credits

Discussion and Debate

The study and application of reasoning and evidence as used in public deliberation.

SPH 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division

A variable content course in speech that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

SPH 429

1-3 credits

Advanced Directed Study and Research

Prerequisites: Permission of instructor and division

Intensive individual study in a particular aspect of speech that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

## **Theatre**

THE 110

1 credit

College Theatre Open to all students and qualified townspeople. Participation in play production. May be repeated for credit.

THE 121

3 credits

Introduction to Theatre and Drama

Investigates the imaginative processes involved in creating theatre. Emphasizes dramatic literature in performance and examines roles of playwright, director, actor, designer and theatre architect.

THE 123

3 credits

Stagecraft

The theory and practice of building, painting, rigging and shifting scenery; construction and use of properties familiarizes students with lighting instruments and their control. Six hours per week.

THE 221

3 credits

Script Analysis

Prerequisite: THE 121 or permission of instructor.

Designed specifically for theatre majors, this course focuses on the structure of theatre texts and on the processes by which directors, actors and designers extract information from the text necessary to make the translation from page to stage. The course provides both a common method of analysis and a common language to theatre practitioners.

THE 223

3 credits

Acting I A workshop in the fundamentals of acting in which the beginning steps in creating a role are introduced. Offered in the Spring Semester.

THE 224

3 credits

Acting II

Prerequisite: THE 223

A workshop in the problems of acting that continues work begun in THE 223 and introduces techniques of characterization and style. Offered in the Fall Semester.

THE 227

3 credits

Survey of Drama I

Prerequisite: ENG 122 or THE 121

The course provides a broad overview of the development of drama as an artistic form in western culture, from Greek theatre to the Jacobean period.

THE 228

3 credits

Survey of Drama II

Prerequisite: ENG 122 or THE 121

The course provides a broad overview of the development of drama as an artistic form in western culture, from the Restoration to the contemporary period.

THE 241

1 credit

*Improvisation* 

Experimentation and imagination in creating a role. Two hours per week. Offered as needed.

THE 242

1 credit

Stage Make-Up

Techniques of stage make-up, including special effects, shading, coloring; use of various materials for creating character and age. Two hours per week. Offered in even-numbered years.

THE 243

1 credit

Voice for the Stage

Examining the potential of voice in creating a role; freeing the natural voice. Two hours per week. Offered in even-numbered years.

THE 244

1 credit

Stage Movement

Examining the potential of stage movement in creating a role; becoming aware of body-mind coordination. Two hours per week. Offered as needed.

THE 321

3 credits

Directing I

Prerequisites: THE 121, 221, 223 or permission of instructor.

Development of the director's role from the first reading of a script to its actual performance. Each student directs a series of scenes for performance in College Theatre. Requires rehearsals outside of class. Offered in odd-numbered years.

**THE 322** 

3 credits

Directing II

Prerequisite: THE 321

A continuation of work begun in THE 321. Each student directs a one-act play for performance in the College Theatre, Required laboratory, Requires rehearsals outside of class.

**THE 323** 

4 credits

**Technical Production** 

Prerequisites: THE 121, 123

Advanced technical practice in scenery, lighting and design. Students design scenery and lighting and are assigned major crew responsibilities for College Theatre productions. Four hours per week. Required laboratory.

THE 324

3 credits

Styles of Acting

Prerequisites: THE 121, 223, 224

A workshop examination of acting problems related directly to various styles of drama, possibly including work on the Greeks, Shakespeare, Moliere and others. Students perform scenes from different eras.

**THE 325** 

6 credits

Theatre Performance Practicum

Participation in a significant manner in theatre. Involvement in the total experience of the production of a complete theatre season. The emphasis is placed on the performance of the student as actor, designer, technician, or manager. May be repeated for credit with permission.

THE 326/ENG 326

3 credits

Playwriting

Prerequisite: ENG 122 or permission of instructor.

Fundamentals of writing for the stage. The student playwright is guided from initial idea to completed manuscript. Emphasis on characterization, dialogue and plotting. Selected plays are produced by the College Theatre.

THE 327

3 credits

History of Theatre I

Prerequisites: THE 121, 227 or permission of instruc-

A study of the chief periods of theatre history from preclassical times to the French neoclassical, Emphasis is on the development of the physical theatre, methods of staging, and the influence of cultural changes on the theatre as an art form.

THE 328

3 credits

History of Theatre II

Prerequisites: THE 121, 228 or permission of instruc-

A study of the chief periods of theatre history from the French neoclassical to the present, Emphasis is on the development of the physical theatre, methods of staging, and the influence of cultural changes on the theatre as an art form.

THE 329

3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of theatre that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

THE 331

3 credits

Scene Design

Prerequisite: THE 123 or permission of instructor.

A study of the role of the designer, including the communication of mood, concept and period. Offered in even-numbered years.

**THE 332** 

3 credits

Lighting Design

Prerequisite: THE 123 or permission of instructor. A study of the history, theory and practice of stage

lighting design. Offered in even-numbered years.

THE 333

3 credits

Costume Design

Prerequisite: THE 123 or permission of instructor.

A study of the history, theory and practice of costume design, including basic visual design experiments. Offered as needed.

**THE 334** 

3 credits

Children's Theatre

Production of children's theatre, including puppetry, educational television and story-telling. Offered as needed.

THE 335

3 credits

Theatre Management

A study of the operation and organization of a theatre, the responsibilities involved in commercial play production, including a detailed examination of the many positions in the business world of theatre. Offered as needed.

THE 336

3 credits

The Broadway Musical

Examining an American phenomenon, its growth and development, the reasons for its popularity, the many elements that enter into producing a musical. Offered in even-numbered years.

THE 338/ENG 338

3 credits

Modern American Drama

Prerequisite: ENG 122

A study of modern realism, tragedy, expressionism and the theatre of the absurd. Representative playwrights include Eugene O'Neill and Tennessee Williams.

THE 339/ENG 339

3 credits

Modern British and European Drama

Prerequisite: ENG 122

A study of modern realism, tragedy, comedy and symbolic drama. Representative playwrights include Ibsen, Chekhov, Shaw and Osborne,

THE 100-400

1-3 credits

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in theatre that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

THE 429

1-3 credits

Advanced Directed Study and Research Prerequisites: Permission of instructor and division

Intensive individual study in a particular aspect of theatre that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

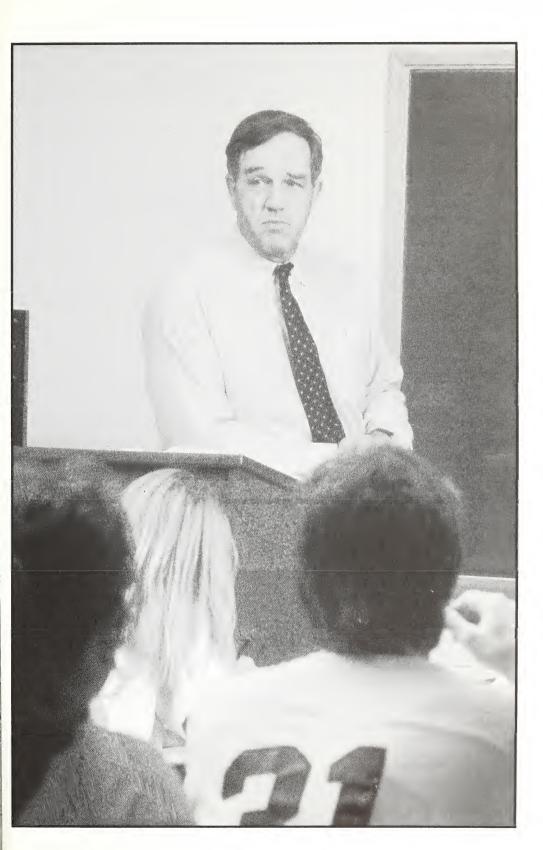
THE 431

3 credits

Advanced Scene Study Prerequisites: THE 121, 221, 223, 224, 227, 228, 321 and either 322 or 324.

Directors and actors work together in this advanced class to produce scenes. Emphasis is placed on the director/actor relationship and the problems inherent in creating and building a scene. Much of class time is spent in rehearsal.





# Administration and Faculty

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Professional Tutor
Professional Tutor
Professional Tutor
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Associate Dean, Military Education Program
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Assistant Registrar Patricia Montgomery
Assistant Registrar, Virginia Area
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Admissions Counselor	
Admissions Evaluator	
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Assistant Library Director	
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Dean	David J. Koval
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I I Bractor of Weekend College	
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	Sr. Jerome Leavy, O.S.B. Robert Martin

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Associate Dean
Associate Dean Shirley J. Geoffroy
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Educational Coordinator, Medical Technology Program Linda J. Peel, MT (ASCP), SBB
Faculty
Prema Adisesh — Music/Reference Librarian; Instructor
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Index	Major
$\boldsymbol{A}$	C
Academic	Calendar5
Advising45	Campus Life Services11
Calendar5	Campus Ministry12
Honor Code32, 91	Center for Continuing Education82
Management Service	Admission to a Degree Program
Probation35	Financial Aid85
Military Education Program92	Honors
Programs	Non-Credit Programs
Regulations	Requirements for Degrees
Military Education Program90	Residence Requirements
Suspension	Speakers Programs and Consulting
Military Education Program92	Services
Term31	Transcript Requests84
Year29	Transfer of Credit84
Academic Support Services	Tuition and Fees84
Course Offerings101	Chemistry Course Offerings106
Accounting	Class Attendance
Course Offerings101	Classification of Students
Specialization	CLAST30
Adding Courses	CLAST Administration
Administration	Clubs and Organizations
Administrative Personnel	College offices, address and phone numbers4 Commencement Exercises
Additional Requirements for Education	Military Education Program96
Majors	Computer Information Systems
Center for Continuing Education82	Specialization
Early	Computer Instruction Services
Evaluation of Applicant	Computer Studies
International Student18	Course Offerings
Military Education Program87	Contents1
Procedures and Requirements17	Continuing Education
Readmission19	See Center for Continuing Education
Special Students	Continuing Education Special Programs
Transfer	Religious Studies
Advanced Placement	Teacher Recertification83
Air Force Reserve Officer Training Corps44	Counseling and Career Development
Alumni Association	Course Offerings
Art60	Courses, Repeated
Course Offerings	Credit
Art/Elementary to Secondary Education 60	Advanced Placement
Audit31	by Examination
n	Military Service19
B Posts Countries	Recognition of
Basic Studies	from Standardized Tests
Basic Studies I	Substitution
Basic Studies II	Transfer
Biology	Criminology76
Course Offerings	D
Biology/Secondary Education68	Dance
Board of Trustees152	Course Offerings
Executive Committee	Dean's List
Officers2	Deferred Payment Plan
Standing Committees	Definitions
Business Administration	

Degree Requirements	Freshman Studies Program
Military Education Program	$\boldsymbol{G}$
Disciplinary Standards and Codes	General Business Administration
Drops, Adds, Withdrawals	Course Offerings
	General Statement1
E	Geography
Early Admission	Course Offerings
Economics Course Offerings	German Course Offerings120
Education	Gordon Rule
Course Offerings	Grade Changes
Division of	Grade Point Average
Elementary Education	Grade Reports         .34           Grading         .33, 90
English	Graduation
English Language Proficiency40	Application for
English/Secondary Education	Application for, Military Education
Enrollment	Program95
Evaluation of Applicant	Awards
Evening College	Honors
Examinations	
Credit by	H
Final	Health Care Administration
Standard33	Course Offerings
Executive Officers	Health Center
Expenses	History
F	Course Offerings
	History/Secondary Education
Faculty	Honors
Contract	Center for Continuing Education84
Military Education Program Full-Time 159	Honors Program
Professors Emeriti	Course Offerings
Family Tuition Reduction23	Human Resources Administration
Fees	Course Offerings
Final Examinations	Humanities
Finance Course Offerings	Course Offerings
Finance and Accounting Office Policies22	Division of
Finance Specialization	Minors
Financial Aid	I
Application Process25	_
Center for Continuing Education85	Individual Studies
College, Aid Available through26	Directed Study
Federal and State Aid Available Directly25	Intercollegiate Athletics
Main Campus Students	Participation in
Military Education Program	International Student Admission
Part-Time Students	International Studies
Refund of	
Right to Appeal Loss of	J
Standards of Satisfactory Process Governing	Junior31
Transcript Request for Transfer of Files30	L
Financial Assistance	Laundry
Financial Information	Learning Assistance Services
Financial Responsibility23	Library
Fine Art Course Offerings	Linen
Florida Tuition Voucher	Literature
Foreign Languages Course Offerings118	Loans
French Course Offerings119	
Freshman	
Freshman Admission	

M	Permanent Records
Majors	Personal Property
Management	Philosophy Course Offerings
Course Offerings	Physical Education
Specialization50	Course Offerings
Marketing	Division of
Course Offerings127	Requirements40
Specialization50	Sports Management Track72
Mathematics	Teaching Track
Course Offerings128	Physics Course Offerings
for Secondary Education68	Political Science
Meal Plans	Course Offerings
Medical Technology69	Political Science/Secondary Education
Military Education Program87	Pre-Law         .79           President's Message         .3
Academic Honor Code91	Probation
Academic Probation	Professional Preparation
Academic Regulations90	Programs of Study, Military Education
Academic Suspension	Program
	Psychology
Requirements	Course Offerings
Associate of Arts Degree/Basic Studies 93	Public Administration
Commencement Exercises96	70
Degree Requirements95	R
Financial Aid	Readmission
Grading	Recognition of Credit
Locations and Programs of Study100	Recreation
Majors and Minors95	Refunds
Outcomes Assessment95	Financial Aid
Residence Requirements89	Room Charge         .22           Security Deposit         .22
Resident Center Addresses/Phone	Tuition
Numbers99	Registration
Servicemembers Opportunity College87	Registration, Drop/Add
Transfer Credit Policies89	Center for Continuing Education84
Tuition and Fees88	Religious Studies64
U.S. Air Force ROTC Agreement87	Course Offerings
Military Science	Repeated Courses34
Course Offerings	Residence Requirements37
Military Service Credits	Center for Continuing Education84
Motor Vehicles on Campus	Resident Centers Addresses and Phone
Course Offerings	Numbers99
Music/Elementary to Secondary	Residential Living14
Education	Restaurant/Hotel Management
	Course Offerings
N	Specialization
Natural Science and Mathematics	Retention Policy
Division of67	Room Charge
Minors69	S
New Hours	Scholarships
0	College
Oceanography Course Offerings	Division
Organizations on Campus	Local
Outcomes Assessment	Science and Mathematics
Military Education Program	Security Deposit
-	Senior 27
P	Social Science
Parents Loans for Undergraduate Students26	Division of
Payment Schedule	Minors
Pell Grant	Social Work80
PERKINS Loan Program	Course Offerings

Social Work Program
Requirements for Admission to80
Sociology80
Course Offerings146
Sophomore
Spanish Course Offerings
Special Education/Mental Retardation56
Special Student
Specific Career Objective Specialization51
Speech Course Offerings147
Sports Management Track
Stafford Loans
Standardized Tests, Credit from
State Aid
Student Life and Activities
Student Teaching54
Summer Sessions
Supplemental Educational Opportunity
Grant
Supplemental Loans for Students26
Suspension
Appeals
Reinstatement from
T
Teacher Education Program, Entering54
Teacher Education Program, Entering54 Teacher Recertification83
Teacher Education Program, Entering
Teacher Education Program, Entering
Teacher Education Program, Entering
Teacher Education Program, Entering         .54           Teacher Recertification         .83           Teaching Certificate         .51           Technology Management Specialization         .50           Theatre Course Offerings         .148           Transcript Requests         .34
Teacher Education Program, Entering
Teacher Education Program, Entering
Teacher Education Program, Entering         .54           Teacher Recertification         .83           Teaching Certificate         .51           Technology Management Specialization         .50           Theatre Course Offerings         .148           Transcript Requests         .34           Center for Continuing Education         .84           Transfer Admission         .17           Transfer Credit         .19
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits         Center for Continuing Education           Center for Continuing Education         84
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits         2           Center for Continuing Education         84           Trustees Emeriti         2
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits         Center for Continuing Education         84           Trustees Emeriti         2           Tuition         21
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits         2           Center for Continuing Education         84           Trustees Emeriti         2           Tuition         21           Academic Management Service         26
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits         2           Center for Continuing Education         84           Trustees Emeriti         2           Tuition         21           Academic Management Service         26           Center for Continuing Education         84
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits         2           Center for Continuing Education         84           Trustees Emeriti         2           Tuition         21           Academic Management Service         26           Center for Continuing Education         84           Deposit         22
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits         20           Center for Continuing Education         84           Trustees Emeriti         2           Tuition         21           Academic Management Service         26           Center for Continuing Education         84           Deposit         22           Family Tuition Reduction         23
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits         20           Center for Continuing Education         84           Trustees Emeriti         2           Tuition         21           Academic Management Service         26           Center for Continuing Education         84           Deposit         22           Family Tuition Reduction         23           Military Education Program         88
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits         2           Center for Continuing Education         84           Trustees Emeriti         2           Tuition         21           Academic Management Service         26           Center for Continuing Education         84           Deposit         22           Family Tuition Reduction         23           Military Education Program         88           Part-Time Rates         22
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits         2           Center for Continuing Education         84           Trustees Emeriti         2           Tuition         21           Academic Management Service         26           Center for Continuing Education         84           Deposit         22           Family Tuition Reduction         23           Military Education Program         88           Part-Time Rates         22           Payment Schedule         21
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits         2           Center for Continuing Education         84           Trustees Emeriti         2           Tuition         21           Academic Management Service         26           Center for Continuing Education         84           Deposit         22           Family Tuition Reduction         23           Military Education Program         88           Part-Time Rates         22           Payment Schedule         21           Refunds         22
Teacher Education Program, Entering         54           Teacher Recertification         83           Teaching Certificate         51           Technology Management Specialization         50           Theatre Course Offerings         148           Transcript Requests         34           Center for Continuing Education         84           Transfer Admission         17           Transfer Credit         19           Military Education Program         89           Transfer of Credits         2           Center for Continuing Education         84           Trustees Emeriti         2           Tuition         21           Academic Management Service         26           Center for Continuing Education         84           Deposit         22           Family Tuition Reduction         23           Military Education Program         88           Part-Time Rates         22           Payment Schedule         21

V
Veterans Benefits
Academic Progress36
Vocational Rehabilitation25
W
Weekend College82
Weekend Conferences82
Withdrawal
from classes32
from the College32
Work Study Program27
Writing
Writing Center47

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DANIEL A. CANNON MEMORIAL LIBRARY COLLEGE THEATRE CRAWFORD HALL

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11 MAINTENANCE FACILITIES
12 MARION BOWMAN ACTIVITIES CENTER

13 MARMION CAFETERIA
14 MARKION HALL
15 PAINTING STUDIO
16 PRORY HALL
17 RECREATIONAL FACILITIES
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19 SAINT EDWARD HALL
20 SAINT LEO HALL

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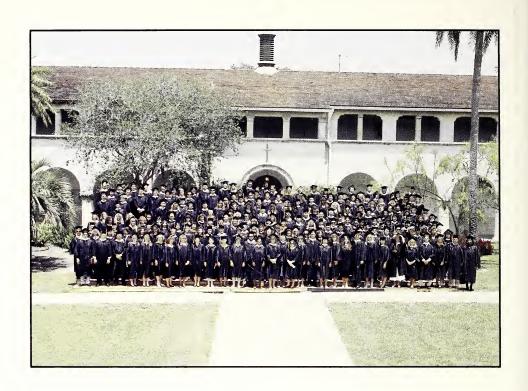
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